
Apply online by 16th October 2012
Apply by post by 30th November 2012

www.rotherham.gov.uk
Letter from the Strategic Director
for Children and Young People’s Services

Dear Parent(s)/Carer(s)

Education in Rotherham is a number one priority. We aim to give your child the best possible learning opportunities and work with you as partners in your child’s learning.

Moving on to secondary school is an important and exciting step in the life of any child, along what we hope will be the Lifelong Learning Road. I hope that this booklet will provide a clear explanation of the procedures to be followed at this important point of transition. It also shows how you as parent(s) or carer(s) can be involved, to ensure that your child has a happy and successful transfer to secondary school in September 2013.

The booklet summarises the Local Authority policy on the allocation of secondary school places. It also refers to some of the other policies which may affect your child, either immediately or at some time in the secondary education phase.

I hope this booklet will assist you and remove any uncertainty about the transfer. If you need further advice, staff in both primary and secondary schools and of course, staff in Children and Young People’s Services will do all they can to help ensure a smooth transfer for your child in September 2013.

Yours sincerely

Joyce Thacker
Strategic Director
Children and Young People’s Services

This document can be made available in your language and in alternative formats such as Braille, large print, electronic and audio-tape versions.

Contact us at: 01709 822626
minicom 01709 823 536
www.rotherham.gov.uk

Veuillez nous contacter si vous désirez ce document dans une autre langue et/ou dans d’autres formats.
INTRODUCTION

This booklet gives full details on how to apply for a secondary school place for your child. Rotherham is operating a co-ordinated scheme which will result in most children only receiving one offer of a place.

The information particularly applies to all those children born on or between 1st September 2001 and 31st August 2002, who should be moving onto Secondary School in September 2013.

All schools in Rotherham will use an ‘equal preference’ system for the assessment of a potential place.

Details of the action you must take

You are encouraged to read the entire booklet, but it is most important to read Section 6 and you must then:

1. Complete the Common Application Form (blue). Or apply on-line at www.rotherham.gov.uk/admissions

2. If you are applying for a place at a Church School for your child, you should also complete the appropriate Additional Information Form and forward it along with any further evidence (e.g. baptismal certificate if asked for).

3. Form(s) must be returned to: Admissions Team
   Children and Young People’s Services
   Wing A, 1st Floor
   Riverside House
   Main Street
   Rotherham
   S60 1AE

4. Places will be allocated based on your residential address on 30th November 2012. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill).

5. You can apply on-line at www.rotherham.gov.uk/admissions until 16th October 2012, or you can apply using the Common Application Form until the 30th November 2012.

6. On 1st March 2013 a letter will be posted to your home address to notify you at which school we intend to offer your child a single school place. Please note Admissions Officers are unable a give decisions over the telephone.

The information contained in this booklet was compiled in the period within three months of its publication. It has been made available at least six weeks before the date by which parents/carers may exercise their right to express preferences, for schools for the year to which the information relates.

The information on the Authority’s policies and procedures referred to in this booklet is correct at the time of publication. It should not be assumed, however, that there will be no change before the start of, or during, the school year to which the information relates or in relation to subsequent school years.
TERMINOLOGY

Additional Information Form
This is information that a voluntary aided school requires about a child’s/family’s religious affiliations and will be used to determine eligibility for admission where the school is oversubscribed.

Admission Appeal
Where a parent is not offered a place for their child at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent panel.

Admission Arrangements
All the procedures, criteria and publications which must be put in place by an admission authority in order to process applications for admission to school. Admission arrangements will determine whether a child is eligible for admission to a school.

Admission Authority
The body responsible for determining the admissions arrangements for a school. This can be the Local Authority or, for some schools, the governing body.

Admission Criteria
The rules, which govern who, should and should not be offered a place at an oversubscribed school.

Admission Limit
A higher number of pupils above the admission number in any relevant age group intended to be admitted in any school year as determined by an admission authority.

Admission Number
The number of pupils in any relevant age group intended to be admitted in any school year as determined by an admission authority.

Admission Round
The procedure, arrangements and timetable whereby parents have to submit their Common Application Form for admission to school in order to receive the single offer of a school place from the Authority on the National Offer Day.

Admission Year
The school year to which the admission arrangements apply.

Allocation of a School Place
This is where the single offer of a place at a school is made and therefore the child’s name is placed on the list of admissions to that school.
Common Application Form
The form to be used by parents/carers on which they are required to express preferences for schools and give reasons for those preferences. It is referred to as common because it allows parents to name schools of different admission authorities.

Co-ordinated Scheme for Admission to School
This is a method for determining, from potential offers for school places, which is going to be the single offer of a place communicated to parents.

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

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children, within the admission number.

Home Authority
The local authority within whose area the child resides.

Maintaining Authority
The Local Authority within whose area a school is situated and for which they are responsible.

National Closing Date
For Admission to Secondary School in September 2013, the Government has deemed that the National Closing Date for receipt of applications will be 31st October 2012.

In agreement with its neighbouring Authorities and in accordance with its policy for co-ordinated admission arrangements, Rotherham Authority will accept all applications received up to and including 30th November 2012 as having been received by the closing date.

National Offer Day
The day each year on which an authority’s single offer of a secondary school place is communicated to parents within the co-ordinated scheme. For admission to secondary school the National Offer Day is prescribed in Regulations as 1st March, except where this day falls on a Saturday or Sunday. In 2013 letters will be issued on 1st March 2013.

Net Capacity
The net capacity of a school is the total number of pupil places available.

Notice of Appeal
The form to be completed by the parent and submitted to the Appeal Clerk to request an independent appeal for a school for which the parent/carer has applied and not been offered a place for their child.
1 Section

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

Preference
Legislation requires that parent(s)/carer(s) must be able to indicate which school(s) they would prefer their child to attend and to give reasons for their preference(s).

Potential Offer of a School Place
Where a child is eligible for admission to a school the Authority could offer a place at that school. 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 Common Application Form to enable the Authority to determine the single offer of a school place.

Relevant Year
The year group into which pupils are admitted as an outcome of the admissions round. The children will be of the same age group i.e. those born on or between 1st September and 31st August in the same school year.

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Admission Year</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception/Foundation Stage 2</td>
<td>2013/2014</td>
<td>01/09/2008 to 31/08/2009</td>
</tr>
<tr>
<td>(Infant &amp; Primary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3 (Junior)</td>
<td>2013/2014</td>
<td>01/09/2005 to 31/08/2006</td>
</tr>
<tr>
<td>Year 7 (Secondary)</td>
<td>2013/2014</td>
<td>01/09/2001 to 31/08/2002</td>
</tr>
</tbody>
</table>

Single Offer of a School Place
The one offer of a place at a school which is made to a parent from the potential offers available based on the ranking of the preference(s) expressed.

Transfer
The movement from one school to another which is outside of the initial admissions process for the relevant year groups and for all other year groups.
WHAT ARE ROTHERHAM’S ADMISSION ARRANGEMENTS?

The Government issued legislation which resulted in us co-ordinating the procedure for admission to school for all Rotherham residents.

The process makes school admissions fairer for all parents* and improves the admission processes that parents often find stressful. Our aim was to produce an admissions system which was streamlined and reduces the number of application forms parents had to complete where they applied for more than one school.

We co-ordinate our admission arrangements with all other local authorities, but particularly those in South Yorkshire (Sheffield, Barnsley and Doncaster), Derbyshire and Nottinghamshire.

Every parent of a child resident in Rotherham who has applied for a school place in any area listed above will receive a single offer of a secondary school place on the same day from their home Authority**.

Please note:
*  All references to ‘parents’ also refers to carer(s)/guardian(s) who have parental responsibility for the child.

**  All references to ‘the Authority’ relates to Rotherham Authority

Key points are:
- A Common Application Form for all secondary schools;
- All applications to be returned to the Admissions Team including those for the voluntary aided schools and the four Academies in Rotherham, the Trust School in Rotherham and those schools in other South Yorkshire Local Authorities (LAs) and those in Derbyshire and Nottinghamshire.
- Equal ranked preferences for all schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking;
- Places will be allocated based on your residential address on 30th November 2012. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill);
- You can apply on-line at www.rotherham.gov.uk/admissions until 16th October 2012, or you can apply using the Common Application Form provided until the 30th November 2012;
- Parents to receive a single offer of a school place;
- All offers of a school place to be made by the home LA;
- All offers of a school place to be sent to parents on the same day;
The admission arrangements follow a four-step process

**Step One**  A parent expresses preferences for up to three secondary schools and ranks their preferences in order.

**Step Two**  The appropriate admission authority will determine whether or not the child is eligible for admission to each school. If the governing body of a voluntary aided school, an Academy, a Trust School or any other Local Authority (for schools outside this Authority) is responsible for admissions, they will determine who is eligible for a place and inform the Authority.

**Step Three**  A child could be eligible for admission to more than one school. For each school where the child is eligible for admission there is a potential offer of a place. The school at which a place will be offered will depend upon the order the schools are ranked on the Common Application Form.

**Step Four**  The parent of a child resident in Rotherham who has completed a Common Application Form receives a written offer of a school place from Rotherham Authority.

This booklet contains information, which describes the process in more detail, and you are strongly advised to read the booklet before you apply for your secondary schools.

There are a number of technical terms, which we have to use in the admissions process that may not be easy to understand. Explanations of these are given in Section 1.
HOW THE ARRANGEMENTS WORK

The co-ordinated scheme for admission to secondary school is designed to enable you to apply for up to three secondary schools and to receive a single offer of a school place where your child is eligible. A full copy of the Co-ordinated Scheme for the Admission Arrangements for Secondary Schools – 2013/14 is available upon request from the Admissions Team on 822626.

You will only have to complete one Common Application Form or on-line form in order to apply for a place at any three secondary schools in Rotherham, and/or outside Rotherham, including the voluntary aided schools, the four Academies in Rotherham and the Trust School.

You should apply on-line by 16th October, 2012 or return the Common Application Form via the postal system by 30th November, 2012. A single offer of a school place for your child will be posted on 1st March, 2013, (although, in some instances it may not necessarily be one of the three named schools).

This is how the co-ordinated scheme works

1. You decide which three schools you would prefer your child to attend.

2. Having decided on your three schools you have to state which is your first, second and third preference. You will need to write your three preferred schools on the Common Application Form, taking care to ensure that they are ranked in order.

<table>
<thead>
<tr>
<th>1st preference school</th>
<th>School A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd preference school</td>
<td>School B</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
</tr>
<tr>
<td>3rd preference school</td>
<td>School C</td>
</tr>
</tbody>
</table>

For each of the three schools you put on the Common Application Form there is a space to allow you to state your reasons for wanting your child to attend that particular school on the back of the form. Please continue on a separate sheet if necessary.

3. The appropriate admission authority will determine whether or not there is a place for your child at each of the three schools you have stated on the Common Application Form.

   If there is a place available for your child at a school then your child is ‘eligible for admission’ to that school and this creates a potential offer of a school place. If you have stated three schools on the Common Application Form your child could be eligible for admission to none, one, two or three schools.

   Section 5 explains how it is determined whether your child is eligible for admission at a secondary school.

4. The outcome of your application will be one of the following eight possibilities:

<table>
<thead>
<tr>
<th>Preferred Schools in rank order</th>
<th>The 8 Possible Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st School A</td>
<td>P N N P P P N N</td>
</tr>
<tr>
<td>2nd School B</td>
<td>P P N P N N P N</td>
</tr>
<tr>
<td>3rd School C</td>
<td>P P P N P N N N</td>
</tr>
</tbody>
</table>

   Key

   | P | Place available – your child is eligible for admission which creates a potential offer. |
   | N | School oversubscribed – your child is not eligible for admission in accordance with the admission criteria. |
Each of the eight outcomes shows whether or not your child is eligible for admission at a school and which highest ranked school could be offered. Each of the eight outcomes is explained below.

**Outcome 1**  Your child is eligible for admission to all three schools. The highest ranked school is School A so the single offer of a school place will be made for School A.

**Outcome 2**  Your child is eligible for admission to schools B and C. Your child is not eligible for admission to School A, therefore the single offer of a place will be the highest ranked school which is School B.

**Outcome 3**  Your child is only eligible for admission to School C, therefore this is the school for which you will receive the single offer of a school place.

**Outcome 4**  Your child is eligible for admission to the two highest ranked schools. The highest ranked school is School A for which you will receive the single offer of a place.

**Outcome 5**  Your child is eligible for admission to Schools A and C. The highest ranked school is School A for which you will receive the single offer of a place.

**Outcome 6**  Your child is only eligible for admission to the highest ranked school which is School A. You will receive the single offer of a place at this school.

**Outcome 7**  The highest ranked school for which your child is eligible for admission is School B. You will receive the single offer of a place at School B.

**Outcome 8**  Unfortunately, in some circumstances your child may not be eligible for admission at any of the three schools you have named. In this instance where no single offer of a place can be made for any of the preferences on the Common Application Form, a place will be allocated to your child at the catchment school, if places are available, or the nearest community school in Rotherham with places available. One of Rotherham’s Academies or the Trust School may also be offered under this process if places are still available. This outcome only applies to Rotherham residents and this allocation of a place will not be made to residents in other local authorities.

Please note:
*In outcomes 1, 4, 5 and 6 your child is eligible for admission to the highest ranked school so it does not matter whether or not your child is eligible for a lower ranked school.*

**Equal Preferences**

It is important to note that all admission authorities will be operating an ‘equal preference’ system in relation to all preferences for schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. Therefore, if your catchment area school is named as your 3rd preference your child’s name will be higher up the list for that school than someone who falls into a lower category and who may have named the same school as their 1st or 2nd preference.

**How will applications for other schools be considered?**

For any non-community schools it is the Governing Bodies who are the admission authority and they make decisions on eligibility for potential offers. They will also be operating an ‘equal preference’ system in relation to all preferences.
INFORMATION ON ALL SCHOOLS AND HOW TO DECIDE WHICH SCHOOLS TO APPLY FOR

Before you decide which schools you would like to apply for it is important that you understand more about the schools in the Rotherham area.

All the secondary schools in Rotherham are co-educational day schools and have a comprehensive entry; this means there is no selection for places on the basis of ability or aptitude.

Categories of Schools
There are 9 Community Secondary Schools, 4 Academies, 2 Voluntary Aided Catholic High Schools and 1 Trust School in Rotherham.

In this Section you will find a list of all secondary schools within the Rotherham area. This list indicates which schools are community, which are voluntary aided, which are the Academies, and which is the Trust School.

A Community School is a state school administered and financed by the Local Authority. Admission into the school is the responsibility of the Authority.

A Voluntary Aided School is a school established by a voluntary organisation and jointly maintained with the Local Authority. In Rotherham the voluntary organisation involved is the Catholic Church. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body.

A Trust School is a school established by a trust and jointly maintained by the Authority. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body.

An Academy is a publicly funded independent school providing education to pupils of all abilities. They are established by sponsors from business, faith or voluntary groups working with partners from the local community. Academies provide a teaching and learning environment and offer a broad and balanced curriculum, focusing especially on one or more subject areas.

Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors responsible for the governance and strategic leadership of the school.

It may be that following the publication of this booklet other schools may become Academies. The information in this booklet was correct at the time of printing.
Which School?

In order to make an informed decision about which are the preferred schools for your child, you need to be aware of the variety of information available about each secondary school and the ways in which you can access that information.

The table in this section shows the names and addresses of all the secondary schools in Rotherham together with additional information on school size and type, age range of pupils, etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department for Education has a website with a specific section for parents. The address is www.education.gov.uk and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you should contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from www.ofsted.gov.uk

You are advised that performance tables should not be used as the sole guide in deciding which your preferred schools are, the wider educational experience offered by each school should also be carefully considered.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. The Authority’s Transport Policy is detailed in Section 13.

You need to decide what the important factors are for you and your child. You may consider the following information useful when deciding which schools to include on the Common Application Form.

School Prospectus

All schools must publish a school prospectus giving information on:

- the school curriculum (including religious education, collective worship and sex education) and any other policy in respect to the teaching provided for pupils, including the monitoring of progress for pupils
- arrangements for pupils with special educational needs
- arrangements for pupils who are Looked After
- the ethos and values of the school
- complaints procedure
- charges for any additional school activities
- attendance
- home/school arrangements
- child protection
- the school behaviour policy

You should contact the relevant school to obtain a copy free of charge.
Visiting a School
You may wish to visit schools to have a look at the facilities and to speak to staff. You should contact the school to arrange an appointment or you may contact the school to find out when they are holding a parents evening.

You may wish to ask the following questions regarding any schools you are considering:

- What are the average class sizes in the school?
- How does the school monitor progress and how is this reported to parents?
- What help will be given to a pupil who has difficulty with a particular subject?
- How are pupils with special educational needs catered for?
- Does the school make special provision for gifted and talented pupils?
- How does the school recognise and reward achievement?
- What extra-curricular activities are there?
- Can books be borrowed to take home?
- Does the school set homework?
- What is the school’s dress code?

You may wish to consider these points when you have visited a school:

- Were you given a friendly welcome from staff and pupils?
- Were you provided with up-to-date and useful information?
- Were you given the opportunity to ask relevant questions and were these answered well?
- Was the school well equipped?
- Did pupils have unlimited access to books and materials?
- Were there well presented displays of pupils’ work throughout the school?
- Were the pupils active and happy?

Catchment Areas
When considering which schools to include on the Common Application Form you may wish to know in which school’s catchment area your home address lies. Your home address can only fall into one school catchment area and, as this information is too large to publish in this booklet, it can be obtained by contacting the School Organisation Team on 254831, or on www.rotherham.gov.uk

You are strongly advised to obtain this information direct from the School Organisation Team or from the website and not from any other source.

You may request a copy of a map showing the catchment area of a particular school(s) by telephoning 01709 254831.
Considering your preferences

When making your preferences on the Common Application Form you should take into account whether your child has a reasonable chance of being offered a place at the schools named on the Common Application Form i.e. is your child likely to be eligible for a place. Whilst this is not possible to predict with total accuracy you need to be aware of the following when considering your preferences:

- are you living in the catchment area
- whether the school was oversubscribed in the previous year
- how many places were allocated in each admission criteria
- which criteria your child will be placed in for each school

Special Educational Needs

Most children can cope well in their secondary school and some children will be given help by the special educational needs support services within and available to their school. The Educational Psychology Service can give other support and advice to schools and parents/carers. Parents/carers should always inform the school of any concerns that they may have about their child.

If your child is the subject of a Statement of Special Educational Needs, they will have an Annual Review of their Special Educational Needs during the academic year 2012/13. This Annual review is particularly important as she/he is in the final year of primary age education and it is important that plans are made for the year when she/he reaches secondary age. The review will take into account your views and may make any one of the following recommendations:

I) that your child may continue to require a Statement of Special Educational Needs following transfer to a secondary school;

ii) that your child’s special educational needs can be met by a secondary school within its own resources and with help from commonly available support services. It is not considered that the Authority needs to provide the school with additional resources to meet your child’s needs, this may result in suggesting that your child’s Statement can be ceased;

iii) that your child’s needs would be most appropriately met in a special school or unit, and not in a secondary school. Such a recommendation will only happen where a child has extensive special educational needs, but this is unlikely to happen if this possibility has not been discussed with you before.

You will be notified as soon as possible of the Authority’s recommendation arising from the Annual Review, and of your right to appeal if you wish to do so. You will still need to complete a Common Application Form for entry to Secondary School for 2013.

If you have any concerns about Special Educational Needs or Statements, you should discuss this with your child’s school. If you have any concerns about Assessments of Special Educational Needs, you can contact SEN Assessment Service - on 01709 822660. Copies of the booklet “Special Educational Needs - A Guide for Parents/Carers” is also available from this Service.
Early Admission to Secondary School

On rare occasions parents will seek entry into secondary school for their child earlier than the normal date. In such cases an application must be made in writing to the Strategic Director for Children and Young People’s Services, giving full details. Advice will then be requested from the Head Teacher and Chair of the Governing Body of the school at which the parent is seeking admission for their child. An Education Welfare Officer and Educational Psychologist will also be asked for advice, as will the Head Teacher of the child’s primary school. The full details of the application will then be considered.

Parents will need to request early admission well in advance, particularly since it will be necessary to complete a Common Application Form for entry into any school within the usual cycle for admissions for the particular year. For further advice on early admission you should contact the Admissions Officer on 01709 822626.

The Role of the Head Teacher in School Admissions

Head Teachers have no individual role in school admissions. In community schools the Local Authority is the admission authority and therefore only the Local Authority can make an offer for a place at the school and not the Head Teacher.

In voluntary aided schools, Academies and Trust Schools the governing body is the admission authority and they will determine whether a place can be potentially offered to the child. The Authority on behalf of the governing body will make this offer.

Role of the Local Admissions Forum

The Local Admissions Forum enables admissions authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements, seek agreement on how to deal with difficult admissions issues and advise admission authorities on ways in which their arrangements can be improved.

Raising of the Participation Age for Secondary School

From 2013, young people will be required to continue in education or training until the end of the academic year in which they turn 17 and from 2015 they will be required to continue until their 18th birthday.

The legislation raises the participation age in two stages:

- to the end of the academic year in which a young person turns 17 from 2013 and
- until their 18th birthday, or they achieve level 3 (whichever is the sooner) from 2015.

Raising of the participation age does not mean young people must stay in school; they will able to choose one of the following options:

- full-time education, such as school, college or home education
- an Apprenticeship
- full-time employment or voluntary work alongside accredited part-time education or training
Section 4

Sixth Form Provision

The secondary schools in the Authority which have sixth form provision for pupils aged 16-19 years are:

Aston Academy

Brinsworth Comprehensive School - A Science College

Dinnington Comprehensive School, Specialising in Science and Engineering

Maltby Academy

Swinton Community School - A Maths and Computing College

Wales High School, A Specialist College for Business and Enterprise with Applied Learning

Wath Comprehensive - A Language College

Wickersley School and Sports College

The admissions policy and arrangements for the sixth form are the responsibility of the governing body and not the Local Authority. Parents who wish their child to attend a sixth form at the end of Year 11 should contact the school(s) directly for further information and advice.

Home-School Agreements

All state schools are required to have written home-school agreements, drawn up in consultation with parents. They are non-binding statements explaining the school’s aims and values, the responsibilities of both school and parents, and what the school expects of its pupils. Parents will be invited to sign a parental declaration, indicating that they understand and accept the contents of the agreement.

The legislation requires governing bodies to adopt home-school agreements, however admission authorities (and schools) are prohibited from inviting a signature of agreement from a parent before their child can be admitted to school, or making a signature a condition of admission, or making any admission decision by reference to whether a signature is likely. Therefore admission to a school is not conditional on a parent agreeing to sign a home-school agreement.

Admission to Independent Schools

Independent schools are not subject to the 1998 Schools Standards and Framework Act as amended by the Education Act 2002 and make their own admission arrangements. Rotherham Authority has no scheme to assist parents seeking places for their children at independent schools.
# Rotherham Area Map
## Location of Secondary Schools

<table>
<thead>
<tr>
<th>No</th>
<th>School Name</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aston Academy,</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>Brinsworth Comprehensive School - A Science College</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Clifton: A Community Arts School</td>
<td>11</td>
</tr>
<tr>
<td>4</td>
<td>Dinnington Comprehensive School, Specialising in Science and Engineering</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>Maltby Academy,</td>
<td>13</td>
</tr>
<tr>
<td>6</td>
<td>Oakwood High School</td>
<td>14</td>
</tr>
<tr>
<td>7</td>
<td>Saint Pius X Catholic High School - A Specialist School in Humanities</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>Rawmarsh Community School, A Sports College</td>
<td>16</td>
</tr>
</tbody>
</table>
### List of Schools in Rotherham

<table>
<thead>
<tr>
<th>School, Age Range &amp; Category</th>
<th>Contact Details</th>
<th>Head Teacher Principal</th>
<th>Admission Number (Only applies to Year 7)</th>
<th>Net Capacity Assessment</th>
<th>Projected Number on Roll 2013/2014</th>
</tr>
</thead>
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<tr>
<td><strong>Aston Academy</strong>&lt;br&gt;11-19&lt;br&gt;Academy&lt;br&gt;Aughton Road&lt;br&gt;Swallownest&lt;br&gt;Sheffield S26 4SF&lt;br&gt;Tel: 0114 287 2171&lt;br&gt;<a href="mailto:info@aston.rotherham.sch.uk">info@aston.rotherham.sch.uk</a></td>
<td>Mrs E Newton</td>
<td>280</td>
<td>1673</td>
<td>1598</td>
<td></td>
</tr>
<tr>
<td><strong>Brinsworth Comprehensive School</strong>&lt;br&gt;A Science College&lt;br&gt;11-19&lt;br&gt;Academy&lt;br&gt;Brinsworth Road&lt;br&gt;Brinsworth&lt;br&gt;Rotherham S60 5EJ&lt;br&gt;Tel: 01709 828383&lt;br&gt;<a href="mailto:brinsworth.comprehensive@rotherham.gov.uk">brinsworth.comprehensive@rotherham.gov.uk</a></td>
<td>Mr R Fone</td>
<td>255</td>
<td>1487</td>
<td>1379</td>
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<td><strong>Clifton: A Community Arts School</strong>&lt;br&gt;11-16&lt;br&gt;Community&lt;br&gt;Middle Lane&lt;br&gt;Rotherham S65 2SN&lt;br&gt;Tel: 01709 515005&lt;br&gt;<a href="mailto:clifton.comprehensive@rotherham.gov.uk">clifton.comprehensive@rotherham.gov.uk</a></td>
<td>Mr P Daley</td>
<td>250</td>
<td>1250</td>
<td>1011</td>
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<td><strong>Dinnington Comprehensive School</strong>&lt;br&gt;Specialising in Science and Engineering&lt;br&gt;11-19&lt;br&gt;Community&lt;br&gt;Doe Quarry Lane&lt;br&gt;Dinnington&lt;br&gt;Sheffield S25 2NZ&lt;br&gt;Tel: 01909 550066&lt;br&gt;<a href="mailto:dinnington.comprehensive@rotherham.gov.uk">dinnington.comprehensive@rotherham.gov.uk</a></td>
<td>Mr P Blackwell</td>
<td>252</td>
<td>1503</td>
<td>1245</td>
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<td><strong>Maltby Academy</strong>&lt;br&gt;11-19&lt;br&gt;Academy&lt;br&gt;Braithwell Road&lt;br&gt;Maltby&lt;br&gt;Rotherham S66 8AB&lt;br&gt;Tel: 01709 812864&lt;br&gt;<a href="mailto:maltby.academy@rotherham.gov.uk">maltby.academy@rotherham.gov.uk</a></td>
<td>Mr D Sutton</td>
<td>200</td>
<td>1638</td>
<td>1086</td>
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<td><strong>Oakwood High School</strong>&lt;br&gt;11-16&lt;br&gt;Community&lt;br&gt;Moorgate Road&lt;br&gt;Rotherham S60 2UH&lt;br&gt;Tel: 01709 512222&lt;br&gt;<a href="mailto:oakwood.comprehensive@rotherham.gov.uk">oakwood.comprehensive@rotherham.gov.uk</a></td>
<td>Mr D Naisbitt</td>
<td>210</td>
<td>1204</td>
<td>1027</td>
<td></td>
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<td><strong>Saint Pius X Catholic High School</strong>&lt;br&gt;A Specialist School in Humanities&lt;br&gt;11-16&lt;br&gt;Voluntary Aided&lt;br&gt;Wath Wood Road&lt;br&gt;Wath upon Dearne&lt;br&gt;Rotherham S63 7PQ&lt;br&gt;Tel: 01709 767900&lt;br&gt;<a href="mailto:pope-pius-x.comprehensive@rotherham.gov.uk">pope-pius-x.comprehensive@rotherham.gov.uk</a></td>
<td>Mr A Bishop</td>
<td>130</td>
<td>686</td>
<td>652</td>
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</tr>
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<td><strong>Rawmarsh, Community School, A Sports College</strong>&lt;br&gt;11-16&lt;br&gt;Community&lt;br&gt;Mankwood Road&lt;br&gt;Rawmarsh&lt;br&gt;Rotherham S62 7GA&lt;br&gt;Tel: 01709 710672&lt;br&gt;<a href="mailto:rawmarsh.comprehensive@rotherham.gov.uk">rawmarsh.comprehensive@rotherham.gov.uk</a></td>
<td>Dr G S Wilson</td>
<td>222</td>
<td>1075</td>
<td>869</td>
<td></td>
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<tr>
<td><strong>St. Bernard’s Catholic High School, Specialist School for the Arts and Applied Learning</strong>&lt;br&gt;11-16&lt;br&gt;Voluntary Aided&lt;br&gt;Herringthorpe Valley Road&lt;br&gt;Rotherham S65 3BE&lt;br&gt;Tel: 01709 828183&lt;br&gt;<a href="mailto:st.bernards-catholic-high.school@rotherham.gov.uk">st.bernards-catholic-high.school@rotherham.gov.uk</a></td>
<td>Mr D Butler</td>
<td>140</td>
<td>792</td>
<td>698</td>
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</tbody>
</table>

St. Bernard’s Catholic High School is awaiting a decision from the DFE with regard to a request for a change to Academy status. This decision is expected in July, 2012.
<table>
<thead>
<tr>
<th>School, Age Range &amp; Category</th>
<th>Contact Details</th>
<th>Head Teacher Principal</th>
<th>Admission Number (Only applies to Year 7)</th>
<th>Net Capacity Assessment</th>
<th>Projected Number on Roll 2013/2014</th>
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<tr>
<td>Swinton Community School, A Maths &amp; Computing College 11-19 Community</td>
<td>East Avenue Swinton Mexborough S64 8JW Tel: 01709 570586 <a href="mailto:swinton.comprehensive@rotherham.gov.uk">swinton.comprehensive@rotherham.gov.uk</a></td>
<td>Mr D Pridding</td>
<td>226</td>
<td>1320</td>
<td>836</td>
</tr>
<tr>
<td>Thrybergh School &amp; Sports College 11-16 Community</td>
<td>Arran Hill Park Lane Thrybergh Rotherham S65 4BJ Tel: 01709 850471 <a href="mailto:thrybergh.comprehensive@rotherham.gov.uk">thrybergh.comprehensive@rotherham.gov.uk</a></td>
<td>Mrs B Clubley</td>
<td>140</td>
<td>704</td>
<td>524</td>
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<tr>
<td>Wales High A Specialist College for Business and Enterprise with Applied Learning 11-19 Academy</td>
<td>Storth Lane Kiveton Park Sheffield S26 5OQ Tel: 01909 771291 <a href="mailto:wales.comprehensive@rotherham.gov.uk">wales.comprehensive@rotherham.gov.uk</a></td>
<td>Mr P Di I'asio</td>
<td>248</td>
<td>1520</td>
<td>1566</td>
</tr>
<tr>
<td>Wath Comprehensive, A Language College 11-19 Community</td>
<td>Sandygate Wath upon Dearne Rotherham S63 7NW Tel: 01709 760222 <a href="mailto:wath.comprehensive@rotherham.gov.uk">wath.comprehensive@rotherham.gov.uk</a></td>
<td>Mrs P Ward</td>
<td>300</td>
<td>1788</td>
<td>1908</td>
</tr>
<tr>
<td>Wickersley School &amp; Sports College 11-19 Community</td>
<td>Bawtry Road Wickersley Rotherham S66 1JL Tel: 01709 5421147 <a href="mailto:wickersley-sports-college.secondary@rotherham.gov.uk">wickersley-sports-college.secondary@rotherham.gov.uk</a></td>
<td>Mr D J Hudson</td>
<td>300</td>
<td>1850</td>
<td>1987</td>
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<tr>
<td>Wingfield Business and Enterprise College 11-16 Community</td>
<td>Wingfield Road Rotherham S61 4AU Tel: 01709 513002 <a href="mailto:office@wingfields.org">office@wingfields.org</a></td>
<td>Mr R Heritage</td>
<td>170</td>
<td>845</td>
<td>804</td>
</tr>
<tr>
<td>Winterhill School 11-16 Trust</td>
<td>High Street Kimberworth Rotherham S61 2BD Tel: 01709 740232 <a href="mailto:winterhill.comprehensive@rotherham.gov.uk">winterhill.comprehensive@rotherham.gov.uk</a></td>
<td>Mr R Burman</td>
<td>315</td>
<td>1584</td>
<td>1213</td>
</tr>
</tbody>
</table>
FURTHER INFORMATION ON THE 2012/13
ALLOCATION PROCESS

The information below may help when you are considering which schools to put on your
Common Application Form. This is a guide only and reflects the position at the National Offer
Day for 2012/13.

ALL PREFERENCES WERE CONSIDERED EQUALLY IN ACCORDANCE WITH THE
CO-ORDINATED ADMISSIONS SCHEME.

PARENT(S)/CARER(S) WERE ABLE TO NAME UP TO THREE PREFERENCES ON THE COMMON
APPLICATION FORM.

Aston Comprehensive, A Specialist Schools in Maths and Computing
In 2012, at the time of allocation all children who required a place at this school were
approved. The total number of applicants which named this school as either 1st, 2nd or 3rd
choice was 428.

Brinsworth Comprehensive School, A Science College
In 2012, at the time of allocation all children who required a place at this school were
approved. The total number of applications which named this school as either 1st, 2nd or 3rd
choice was 287.

Clifton: A Community Arts School
In 2012 at the time of allocation all children who required a place at this school were
approved. The total number of applications which named this school as either 1st, 2nd or 3rd
choice was 275.

Dinnington Comprehensive School, Specialising in Science and Engineering
In 2012, at the time of allocation all children who required a place at this school were
approved. The total number of applications which named this school as either 1st, 2nd or 3rd
choice was 319.

Maltby Academy, Specialising in Business and Enterprise
In 2012, at the time of allocation all children who required a place at this school were
approved. The total number of applications which named this school as either 1st, 2nd or 3rd
choice was 220.

Oakwood High School
In 2012, at the time of allocation all children who required a place at this school were
approved. The total number of applications which named this school as either 1st, 2nd or 3rd
choice was 359.

Rawmarsh Community School, A Sports College
In 2012 at the time of allocation all children who required a place at this school were
approved. The total number of applications which named this school as either 1st, 2nd or 3rd
choice was 204.

Swinton Community School, A Maths & Computing College
In 2012, at the time of allocation all children who required a place at this school were
approved. The total number of applications which named this school as either 1st, 2nd or 3rd
choice was 288.

Thrybergh School & Sports College
In 2012, at the time of allocation all children who required a place at this school were
approved. The total number of applications which named this school as either 1st, 2nd or 3rd
choice was 129.
Wales High, A Specialist College for Business and Enterprise with Applied Learning

In 2012 at the time of allocation all children who required a place at this school were approved. The total number of applicants which named this school as either 1st, 2nd or 3rd choice was 442.

Wath Comprehensive, A Language College

This school was oversubscribed in 2012. After preferences were agreed for children who had a Statement of Special Educational Needs, children who lived in the catchment area with a sibling, children in the catchment area, children with siblings and those in feeder Primary schools there were 51 places available which were allocated to children who lived nearest the school. The total number of applications which named this school as either 1st, 2nd or 3rd choice was 719. Of those who were not offered places 45 were added to the waiting list as they had not been offered a place at a higher ranked school within the area of co-ordination.

Wickersley School and Sports College

This school was oversubscribed in 2012. After preferences were agreed for children who lived in the catchment area with a sibling, children in the catchment area, children with siblings and those in feeder Primary schools there were 19 places available which were allocated to children who lived nearest the school. The total number of applications which named this school as either 1st, 2nd or 3rd choice was 719. Of those who were not offered places 61 were added to the waiting list as they had not been offered a place at a higher ranked school within the area of co-ordination.

Wingfield Business and Enterprise College

In 2012, at the time of allocation all children who required a place at this school were approved. The total number of applications which named this school as either 1st, 2nd or 3rd choice was 216.

Winterhill School

In 2012, at the time of allocation all children who required a place at this school were approved. The total number of applications which named this school as either 1st, 2nd or 3rd choice was 335.

St. Bernard’s Catholic High School, Specialist School for the Arts and Applied Learning

This school was oversubscribed in 2012. After preferences were agreed for children who had been placed in category 5 or above no places remained. The total number of children who named this school as either 1st, 2nd or 3rd choice was 278. Of those who were not offered places 25 were added to the waiting list as they had not been offered a place at a higher ranked school within the area of co-ordination.

Saint Pius X Catholic High School A Specialist School in Humanities

In 2012, at the time of allocation all children who required a place at this school were approved. The total number of applications which named this school as either 1st, 2nd or 3rd choice was 247.
THE ADMISSION CRITERIA –
IS YOUR CHILD ELIGIBLE FOR A SCHOOL PLACE?

This section contains information on:

- admission criteria for community schools in Rotherham, the Academies in Rotherham and the Trust School.
- information relating to St. Bernard’s Catholic High School, Specialist School for the Arts & Applied Learning and Saint Pius X Catholic High School A Specialist School in Humanities.

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their admission number. The admission number is the number of pupils that it is intended to admit into Year 7 and is derived from the capacity of the school. Further information on admission numbers and net capacity can be found in Section 4.

For all schools where the number of applications received is below the admission number for the school the child will be eligible for admission to that school.

In cases where the numbers of applications for a school exceeds the admission number it will be necessary to apply the admission criteria to determine who is eligible for admission.

Rotherham Schools

Applying the Admission Criteria for Rotherham Community Schools and Aston, Brinsworth, Maltby and Wales Academies and Winterhill School which is a Trust School.

Rotherham Authority is the admission authority for all community schools. The Governing Bodies of the Academies in Rotherham and the Trust School are the Admissions Authority for these schools. Places will be allocated using the admissions criteria for Rotherham community secondary schools. Places will be offered at the Academies in Rotherham and the Trust School by Rotherham Local Authority on behalf of the Governing Body.

The Authority will consider all preferences equally, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. Where the number of applications for a particular school is greater than the admission number, the LA will use the following criteria for allocating places at the Community Secondary Schools (this will also apply to the Academies and the Trust School in Rotherham). Applications will be prioritised with the highest priority being given to criterion (i) then criterion (ii) and so on. Places will be potentially offered in priority order up to the admission number.

Where the admission number is likely to be reached mid category, priority will be given to those children who, on 30th November 2012, live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).

With regard to the distance measurements, a Geographical Information System is used which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the complex is used.
Where places are being allocated based on the distance criteria or as part of the distance tiebreaker, and there are insufficient places within the admission for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

A small number of children will have a Statement of Special Educational Needs. Children with a Statement of Special Educational Needs that names a school in the Statement are required to be admitted to the school that is named as part of that process.

The majority of children with special educational needs will not require a Statement of Special Educational Needs. Applications for children who have special educational needs but no statement will be considered on the basis of the authority’s published admissions criteria.

From all the applications received for an oversubscribed school the Authority will determine which children are eligible for a potential place in accordance with the admission criteria. Applications for the Academies in Rotherham and the Trust School will also be considered in accordance with the following admissions criteria. These criteria are applied equally to preferences from parents who live in Rotherham and those who do not.

### Admissions Criteria for Community Secondary Schools, Academies and the Trust School

Please note that where ‘Authority’ is stated this refers to Rotherham Authority for Community Secondary Schools and to the Governing Bodies of the Academies and of the Trust School in Rotherham.

Places will be allocated in the following order of priority.

i) Relevant Looked After Children and previously Looked After Children (see note (a) below).

ii) Children who, on 30 November 2012, have a specific medical reason, confirmed by a medical practitioner, which the Authority is satisfied makes attendance at that particular school essential. Parents should ensure that they attach full supporting information to the Common Application Form.

iii) Children who, on 30 November 2012, have a compelling social reason which the Authority is satisfied make attendance at that particular school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the pupil’s education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.

Please note: Very few cases are agreed annually on social grounds

iv) Children who, on 30 November 2012, live in the catchment area of the school as defined by the Authority and whose older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2013 (see notes (b), (c) & (d) below)

v) Children who, on 30 November 2012, live in the catchment area of the school as defined by the Authority (see note (b) below)

vi) Children who, on 30 November 2012, have an older brother or sister on the roll of the preferred school in Years 8-11 at the start of the academic year 2013. (see notes (c) and (d) below)
vii) Children who, on 30 November 2012, are on the roll of one of the associated primary/junior/junior and infant schools as identified by the Authority. (see note (e) below)

viii) Children who, on 30 November 2012, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”).

Please note:

a) A ‘relevant looked after child’ is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). For further information please refer to the Admissions Code of Practice which can be downloaded from www.dfe.gov.uk

b) Live/living. This means that a child is habitually and normally resident at an address for a settled purpose which is not solely to receive education. You may be required to provide proof of residency e.g. Council Tax bill, Residence Order, etc.

The child’s ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides, with the person(s) having parental responsibility, at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child’s ordinary place of residence will be deemed to be with the person who received Child Benefit on the 30th November 2012.

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 deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

Places will be allocated based on your residential address on 30th November 2012. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill).

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Authority reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence. The Local Authority may undertake a home visit without prior notice to verify a child’s home address.

c) For a child to be considered a sibling, one of the following conditions must exist:
   • brother/sister to be permanently resident at the same address.
   • stepbrother/stepsister to be permanently resident at the same address.
   • half brother/half sister to be permanently resident at the same address.
   • brother/sister who do not live at the same residence but, who share the same parents.
   • child of the parent/carer’s partner to be permanently resident at the same address.
   • adopted brother/sister permanently resident at the same address

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above.
d) Children with an older brother or sister on the roll of a school which has a sixth form will be considered as having a sibling at the preferred school if the older child is in Y11 or Y12 on 30 November 2012.

An older child currently in Y13 on 30 November 2012 and where it is indicated will continue at the school for another academic year will be considered a sibling when the continued attendance at the sixth form is confirmed by the Head of the Sixth Form of the school concerned. Parents should ensure that they clearly indicate this information on the Common Application Form.

All other Y13 students will not be considered under the sibling criteria. Applications made by Year 11 students to attend a sixth form at a school other than the one they are currently on the roll of cannot be considered under the sibling criteria.

e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning form overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

f) Below is a list of the associated Primary/Junior/Junior and Infant Schools:

Associated Primary Schools for Community Secondary Schools, the Academies in Rotherham and the Trust School

Aston
- Aston All Saints CE, Aston Fence, Aston Hall, Aston Lodge, Aston Springwood, Aughton, Swallownest, Treeton CE.

Brinsworth
- Brinsworth Howarth, Brinsworth Manor, Brinsworth Whitehill, Catcliffe, Whiston, Whiston Worrygoose.

Clifton
- Badsley Moor, Coleridge, East Dene, Herringthorpe, St Ann’s.

Dinnington
- Anston Brook, Anston Greenlands, Anston Park, Dinnington, Laughton, Laughton All Saints CE, Woodsetts.

Maltby
- Lilly Hall, Maltby Crags, Maltby Manor, Maltby Redwood, Ravenfield.

Oakwood
- Broom Valley, Canklow Woods, Sitwell.

Rawmarsh
- Rawmarsh Ashwood, Monkwood, Rawmarsh Rosehill, Rawmarsh Sandhill, Rawmarsh Thorogate

Swinton
- St Thomas CE (Kilnhurst), Kilnhurst, Swinton Brookfield, Swinton Fitzwilliam, Swinton Queen.

Thrybergh
- Dalton Foljambe, High Greave, Thrybergh, Thrybergh Fullerton CE, Trinity Croft CE.

Wales
- Anston Hillcrest, Harthill, Kiveton Park Meadows, Thurcroft, Todwick, Wales.

Wath

Wickersley
- Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale, Wickersley St Alans CE, Wickersley Northfield.

Wingfield
- Greasbrough, Redscape, Rockingham, Roughwood.

Winterhill
- Blackburn, Ferham, Kimberworth, Meadowview, Thornhill, Thorpe Hesley.

Please note: The schools listed above do not include Catholic Primary Schools in Rotherham.
ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SECONDARY SCHOOLS
- SPECIFIC CRITERIA FOR ST. BERNARD’S CATHOLIC HIGH SCHOOL, SPECIALIST
  SCHOOL FOR THE ARTS AND APPLIED LEARNING & SAINT PIUS X CATHOLIC HIGH
  SCHOOL A SPECIALIST SCHOOL
IN HUMANITIES

This part of the section is for parents who intend to apply for a place(s) at St. Bernard’s
Catholic High School, Specialist School for the Arts and Applied Learning and/or Saint Pius X
Catholic High School - A Specialist School in Humanities.

If you wish to apply for a place(s) at a voluntary aided school(s), in other LAs you should
contact the school and the LA which maintains that school for details of the admissions
policy. If you are resident in Rotherham you should name the school on the Common
Application Form.

SAINT PIUS X CATHOLIC HIGH SCHOOL - A SPECIALIST SCHOOL IN
HUMANITIES ADMISSION POLICY 2013/2014

Introduction

Saint Pius X Catholic High School A Specialist School in Humanities is a Church aided school
in the Diocese of Hallam and is maintained by Rotherham LA. This means that the members
of local Catholic parishes and the Diocese of Hallam have contributed towards the cost of
building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 11 – 16
years, with priority being given to baptised Catholics.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions.
It is guided in that responsibility by the requirements of law, by advice from the Diocesan
Trustees and its duty to the Catholic community and the Common Good.

Please note: that admission to a Catholic Primary School does not guarantee
admission to a Catholic High School

The admission number for 2013/2014 is 130.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents
resident in Rotherham LA and who have expressed a preference for Saint Pius X Catholic
High School Specialist School in Humanities before the closing date will receive a single offer
of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place, the Authority will
be working with the Governing Bodies of the Voluntary Aided High Schools within
the Rotherham area, including Saint Pius X Catholic High School A Specialist school in
Humanities. Details of the co-ordinated scheme can be obtained from the Authority.

Summary of documents required:

a) Common application form
   This should be completed and returned to your local authority by 30th November 2012
b) Diocese of Hallam additional information form
   This is Part B of the Common Application Form or can be obtained from local Catholic Schools. The additional information is required to place your child into the correct priority of admission category. Note: this form is NOT an application for admission to Saint Pius X Catholic High School and does not guarantee a place. Failure to complete the Additional Information form may affect the admission category your child is placed in. It should be completed and returned to your local authority by 30th November 2012.

c) Copy of your child’s baptism certificate if they are a baptised Roman Catholic/baptised Christian
   These can be obtained from the church of baptism. It should be securely attached to the common application form and returned to your local authority by 30th November 2012.

d) Letter from your Parish Priest if your child is a Catechumen
   Definition of Catechumen: children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

e) Letter from your Parish Priest if your child is a candidate for reception into full communion with the Roman Catholic Church
   Definition: children who are already baptised in another Christian tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation.

f) Written reference from your Minister
   If your child is a worshipping member of other Christian Churches who are full members of Churches Together in England. There is a space for this on the additional information form which should be securely attached to the common application form and returned to your local authority by 30th November 2012.

g) Religious or educational testimonial
   If your child is a worshipping member of other World Faiths. There is a space for this on the additional information form which should be securely attached to the common application form and returned to your local authority by 30th November 2012.

Parental Preference

The Local Authority common application form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. The Governing Body, as the admission authority, has determined that it will acknowledge the parental preference as expressed by the parents/carers on the common application form on an equal preference basis.

Please contact the school if you need help in completing the common application form and additional information form. Telephone 01709 767900.

Date of admission to Saint Pius X Catholic School A Specialist in Humanities for 2013/2014

The Governing Body, as the admission authority for this school will admit children into year 7 whose eleventh birthday falls between 1st September and 31st August in the year prior to admission for September 2013.

Applications for admission to the school will be decided according to the criteria without reference to ability or aptitude.
CRITERIA FOR ADMISSION

In accordance with the Education (Admission of Looked After Children) (England) Regulations 2006, the Governing Body, as the admission authority for this school, will give top priority to all relevant looked after children regardless of their faith.

Children with a Statement of Special Educational Needs are required to be admitted to the school that is named in the Statement.

Where there are more applications for admission than the published admission number of 130, the Governing Body will apply the following criteria in strict order of priority for all other applications.

Should the published admission number be reached mid category, applications in that category will be prioritised on the shortest distance measured in a straight line from the student’s home to the school (for the full definition see page 21).

Category One
All looked after children or previously Looked After Children.

Category Two
a) BAPTISED CATHOLIC children who are in Year 6 of a Catholic Primary School
b) BAPTISED CATHOLIC children who are in Year 6 of a Christian Primary School
c) BAPTISED CATHOLIC children who are in Year 6 of other Community Primary Schools

DOCUMENTS REQUIRED: Common Application Form
Additional Information Form
Copy of child’s baptismal certificate
Letter from Parish Priest for catechumens and those recently received into the Catholic Faith

Category Three
Children who will have siblings attending Saint Pius X Catholic High School A Specialist School in Humanities AT THE TIME OF ADMISSION (for the full definition of a sibling see page 23 (c))

Priority will be given in the following order:
a) children attending Catholic Primary schools
b) children attending Christian Primary schools
c) children attending other Community Primary schools

DOCUMENTS REQUIRED: Common Application Form
Additional Information Form

Category Four
Children who are worshipping members of other Christian Churches who are full members of Churches Together in England (www.churches-together.net) WHO ARE SUPPORTED BY THEIR MINISTER OF RELIGION

Priority will be given in the following order:
a) children attending Catholic Primary schools
b) children attending Christian Primary schools
c) children attending other Community Primary schools
**Category Five**

Children who are worshipping members of other World Faiths WHO ARE SUPPORTED BY A RELIGIOUS OR EDUCATIONAL TESTIMONIAL THAT DEMONSTRATES THIS COMMITMENT

Priority will be given in the following order:

a) children attending Catholic Primary schools
b) children attending Christian Primary schools
c) children attending other Community Primary schools

**Category Six**

Other Children.

Priority will be given in the following order:

a) children attending Catholic Primary schools
b) children attending Christian Primary schools
c) children attending other Community Primary Schools

**Place of residence**

The child’s ordinary place of residence will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where more than one person holds parental responsibility and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

**Late applications**

Late applications will be dealt with in accordance with the local authority scheme. ie. all those received by 30th November 2012 will be treated as being on time and will be included in the allocation of places on 1st March 2013.

**Waiting lists**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission. This will be dealt with in accordance with Rotherham LA scheme
2. A vacancy only arises in Year 7 when the number of offers to the school falls below the admission number of 130
3 The waiting list will be established on the offer day
4 The waiting list is determined according to the Governing Body’s priority of admission over-subscription criteria
5 Following the offer day, should an application be received for the school where the child has a higher priority as determined by the admissions criteria for a place at the school, they will be placed on the list above those with a lower priority

False information
1 Where the Governing Body has made an offer of a place at this 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 may be withdrawn
2 Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school
3 Where a place or an offer has been withdrawn, the application will be re-considered by the Governing Body and a right of independent appeal offered if the place is refused

Applications outside the normal admissions round
Applications outside of the normal admissions round (including in year transfers) will be dealt with in accordance with Rotherham LA scheme

Appeals against the Governing Body’s decision to refuse admission
1 If a place is not available, parents have the right of appeal. An Independent Appeals Panel formed in accordance with the Department for Education’s Code of Practice will hear such appeals against non-admission. (Details of the appeals process will be made available to all unsuccessful applicants).
2 Parents who intend to make an appeal against the School Body’s decision to refuse admission must submit a notice of appeal within 21 school days of receiving the refusal letter to: The Appeals Clerk, Legal and Democratic Services, Eric Manns Building, 45 Moorgate Street, Rotherham, S60 2RB

Appeal Hearings will be held in accordance with the timescales specified in the DfE Admissions Appeals Code.

Timetable
Closing date for the LA to receive applications is 30th November 2012.
Offer day is 1st March 2013.

Thank you for considering Saint Pius X Catholic High School A Specialist in Humanities for the education of your child.

The Governing Body
If you need help or other information, please do not hesitate to contact the school on 01709 767900 or write to: The Headteacher, Saint Pius X Catholic High School A Specialist School in Humanities, Wath Wood Road, Wath Upon Dearne, Rotherham S63 7PQ
ST. BERNARD’S CATHOLIC HIGH SCHOOL,
SPECIALIST SCHOOL FOR THE ARTS AND APPLIED LEARNING

ADMISSION POLICY 2013/2014

Mission Statement

Christ is our teacher.

At St Bernard’s we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential. We aim to develop positive relationships with every individual and family, the parishes and the wider community.

“I have come that they may have life and have it to the full.” John 10:10

Introduction

The family of Catholic schools across the Diocese of Hallam offers a Catholic Gospel based education for children whose parents seek a genuine alternative to other good schools. Our schools are communities of faith where God is recognised and named. They are rooted in the Church’s concept of mission and in living out a Christian lifestyle, they present a picture of Christ to catch the imagination.

Each Catholic school in the Diocese, in partnership with home and parish, has been established to be an integral part of the local Catholic community, which shares the mission of the Church to proclaim the Gospel of Christ. Members of the Parishes of the Diocese of Hallam have contributed towards the cost of the build of the school and continue to care for its buildings and its people. The provision of this network of schools is primarily intended to provide a place at a Catholic school for all baptised members or catechumens of the Church. However, should surplus places be available, governors are encouraged to give priority to parents of other Christian Churches who are seeking a Christian education for their children.

The admission number for Year 7, 2013/2014 is 140.

St Bernard’s is a voluntary aided, comprehensive co-educational day school for students between the ages of 11 to 16 years and is maintained by Rotherham LA. As a voluntary aided school the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the common good.

Please note that admission to a Catholic Primary School does not guarantee admission to a Catholic High School.

PLEASE CONTACT SCHOOL ON 01709 828183 IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Rotherham LA and who have expressed a preference for St Bernard’s Catholic High School before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of a single place the Authority works with the Governing Bodies of the Voluntary Aided secondary schools within the Rotherham area, including St Bernard’s Catholic High School. Details of the co-ordinated scheme are available from the Authority.
Applications are made by the completion of the COMMON APPLICATION FORM. Parents/carers should also complete the Diocese of Hallam ADDITIONAL INFORMATION FORM (please note that this form is not an application for admission to St Bernard’s Catholic High School and does not guarantee a place.) Failure to complete and return the form may affect the admission category your child is placed in. This form is Part B of the Common Application Form.

Parental Preference
All applications will be placed in an admission category on an equal basis irrespective of preference.

Criteria for Admission
Our priority is to provide Catholic secondary education for Catholic children resident in the parishes of Forty Martyrs’, St Bede’s, St Mary’s (Herringthorpe), St Mary’s (Maltby), Blessed Trinity, St Gerard’s in the Rotherham Deanery and St Joseph’s, Dinnington, in the Bassetlaw Deanery. Catholic and Non Catholic children who have a Statement of Special Educational Needs that names the school are required to be admitted.

Where there are more applications for admission than the published admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Category One
Catholic children (see footnote 2) who:

a) are in Public Care (Looked After Children) or Previously Looked After Children;

b) are attending a qualifying Catholic primary school;

c) are resident within the parishes listed in this policy;

d) are siblings (footnote 3) of Catholic children currently attending St Bernard’s Catholic High School at the time of admission to the school defined as in year 8 to year 11 in the year of admission.

e) Members of the Orthodox Church

Documentation Required
- Common Application Form
- Additional Information Form
- Copy of child’s baptismal certificate
- Letter from Parish Priest for Catechumens and those recently received into the Church
- Professional evidence for children in (a)

Category Two
Non Catholic looked after children in public care or Previously Looked After Children.

Documentation Required
- Common Application Form
- Professional evidence

Category Three
Children who have siblings (footnote 3) currently attending St Bernard’s Catholic High School at the time of admission to the school defined as in year 8 to year 11 in the year of admission.
Documentation Required

- Common Application Form
- Additional Information Form

Category Four

Children from other Christian Churches as recognised by Churches Together in England (www.churches-together.net) who are resident in the parishes listed in this policy and are attending a qualifying Catholic primary school whose parents have provided the written support of their minister.

Documentation Required

- Common Application Form
- Additional Information Form
- Letter from Minister

Category Five

Children who are attending qualifying Catholic primary schools who are not baptised Catholics whose parents wish them to continue to be educated within a Christian environment.

Documentation Required

- Common Application Form
- Additional Information Form

Category Six

Children from other Christian Churches as recognised by Churches Together in England (www.churches-together.net) who are resident in the parishes listed in this policy and are attending a Church of England primary school whose parents have provided the written support of their minister.

Documentation Required

- Common Application Form
- Additional Information Form
- Letter from Minister

Category Seven

Children from other Christian Churches as recognised by Churches Together in England (www.churches-together.net) who are resident in the parishes listed in this policy and are attending another primary school whose parents have provided the written support of their minister.

Documentation Required

- Common Application Form
- Additional Information Form
- Letter from Minister

Category Eight

Catholic children resident outside the parishes listed in this policy who have a specific pastoral reason given in writing for applying to St Bernard’s and not the designated Catholic secondary school.
5 Section

Documentation Required
- Common Application Form
- Additional Information Form
- Copy of child’s baptismal certificate
- Letter from Parish Priest for Catechumens

Category Nine
Children who have Special Educational Needs (who do not possess a Statement of Educational Needs) supported by professional evidence as to why St Bernard’s Catholic High School is deemed the most appropriate setting to meet those needs.

Documentation Required
- Common Application Form
- Additional Information Form

Category Ten
Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have provided the written support of their religious leader (eg Elders, Minister).

Documentation Required
- Common Application Form
- Additional Information Form
- Letter from religious leader. e.g. Elder, Minister

Category Eleven
Children whose applications do not fall into categories 1-10 and whose parents have stated a request for their seeking a Christian environment.

Documentation Required
- Common Application Form
- Additional Information Form

Category Twelve
Other applications
For the purpose of the categories of admission, the qualifying Catholic primary schools shall mean:
St. Bede’s Catholic Primary School, Rotherham
St. Gerard’s Catholic Primary School, Thrybergh
St. Joseph’s Catholic Primary School, Dinnington
St. Mary’s Catholic Primary School, Herringthorpe
St. Mary’s Catholic Primary School, Maltby

With the exception of Categories 1 – 5, should the published admission number be reached mid category, the Governing Body, will give priority to those children who live nearest the school. The measurement (made by the Rotherham LA) is the shortest distance measured in a straight line from the applicant’s home address to the school. (For a full explanation of the method please see page 22).
Footnotes

1 This number has been agreed with Rotherham LA.

2 ‘Catholic children’ are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan School’s Department (0114 256 6440).

3 Definition of a sibling

For the sibling criteria to be applicable, one of the following conditions must exist:

a) a brother and/or sister is permanently resident at the same address;

b) a stepbrother and/or stepsister is permanently resident at the same address (to include half brothers/sisters).

Place of residence

The child’s ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the 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 deemed to be that property at which the child resides for the greater part of the week, including weekends.

Late Applications

1 Late applications received by the LA will be dealt with after the offer day.

Waiting List

1 Names of children will automatically be placed on the waiting list for this school, when the child has been refused admission.

2 A vacancy only arises when the number of offers to the school falls below the admission number (or a higher admission limit where one has been set).

3 The waiting list, maintained in accordance with the LA’s co-ordinated scheme will be established on the offer day and maintained up to 31st December 2013.
Section

4 The waiting list is determined according to the Governing Body’s priority of admission over-subscription criteria.

Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

False Information

1 Where the Governing Body has made an offer of a place at this 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 by the Governing Body, depending on the length of time that the child has been at the school.

3 Where a place or an offer has been withdrawn, the application will be re-considered by the Governing Body and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

1 Intake Year

Where applications are received for admission to school following the offer day they will be dealt with as follows:

a) Single admission to the intake year where the year group is below the admission number (or higher admission limit where one has been set). *The parent will be offered a place.*

b) Single admission to the intake year where the year group is above the admission number (or higher admission limit where one has been set)

i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, *the parent will be offered a place.*

ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, *the parent will be refused the offer of a place.*

2 Years 8-11

Single admission to Year 8 to 11 where the year group is above the admission number (or what was the standard number when the year group was the relevant year group intake).

i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, *the parent will be offered a place.*

ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, *the parent will be refused the offer of a place.*
3 Sibling admissions

a) Where the respective year groups are below the admission number or the former standard number the parent will be offered a place.

b) Where the respective year groups are above the admission number or the former standard number:

i) If the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admissions, the parent will be offered a place.

ii) If the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admissions, the parent will be refused the offer of places.

c) Where one or more of the respective year groups is above the admission number or the former standard number and the remainder of the year groups are below, (where the Governing Body determines that family circumstances outweigh the prejudice that would otherwise be caused by any or all of the admissions) the parent will be offered places.

Appeals against the Governing Body’s decision to refuse admission

1 If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the Department for Education’s Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.

2 Parents who intend to make an appeal against the School Body’s decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:

Appeals Clerk Legal and Democratic Services,
Eric Manns Building, 45 Moorgate Street Rotherham S60 2RB

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Timetable

Closing date for receiving applications is 30th November 2012.

Offer day is 1st March 2013.

Documentation Required

1 The Common Application Form and the Additional Information Form, as well as any additional documentary information required.

2 A copy of the child’s baptism certificate if the applicant is Catholic or other proof of baptism.

3 Ministers Reference if the child is a member of another Christian Church or other World Faith.

4 Parent/Carer letter of support from parish Priest when parents regularly attend supporting program.

Date of Implementation

This policy was reviewed by the Curriculum Committee on 4th October 2011.

Approved at the Full Governing Body - 24th November 2011.
Section 5

Additional Information Required by Voluntary Aided Schools

Voluntary aided schools require additional information, which is not contained on the Common Application Form and relates to the church of which they are a member. In addition to the Common Application Form each voluntary aided school will require a supporting information form for prospective applicants to complete. The supporting information provided by parents will be used by the Governing Bodies of the voluntary aided schools in applying their admission criteria.

This form is not in itself an application form for admission to a voluntary aided school.

Parents who intend to express a preference or preferences for voluntary aided schools must complete the Additional Information Form together with the Common Application Form.

Where an Additional Information Form is not submitted with the Common Application Form, it may affect the consideration given by the governing body of that school to the preference.

The completion and return of the Additional Information Form does not guarantee a place at the school.
MAKING AN APPLICATION FOR A SCHOOL PLACE

This section of the booklet is about the procedure you must follow to apply for a school place.

Before you complete the Common Application Form or on-line Common Application Form you are strongly advised to read all of this booklet and to have taken particular note of:

Section 3 How the Arrangements Work
This explains how, from the three preferences you express for a school, the Authority determines which school to offer you for your child.

Section 5 The Admissions Criteria – Is Your Child Eligible for a School Place?
This explains how, when a school has more applications than places available, it is decided if a child is eligible for admission.

Procedure for applying for a school place for Rotherham residents

If you are resident in Rotherham and you wish to apply for a school place for your child you MUST complete the Rotherham Common Application Form or apply on-line at www.rotherham.gov.uk/admissions.

If you wish to apply for a place for your child at a school in another authority you should name this school as one of your three preferences on the Rotherham Common Application Form or on-line. However you are advised to contact the relevant local authority for a copy of their Admission to Secondary School Booklet, as their Admission Criteria may differ from Rotherham’s.

The addresses of neighbouring authorities and their telephone numbers are provided in Section 11.

Key points on completing the Common Application Form or On-line Common Application Form

The form should be used for applying for a school place at:

* A Community School in Rotherham
* A Catholic High School in Rotherham
* All Academies in Rotherham
* The Trust School in Rotherham
* A school in any other Local Authority.
* Do not name the same school twice – doing so will not increase your chance of obtaining a place for your child at that school.
* Put the names of the schools in your order of preference – the school you most want your child to attend should go in box 1, your second preference school in box 2 and your third preference school in box 3.
* Complete all sections.
On-Line Applications

Rotherham Authority operates an on-line admissions service to enable parents to submit their parental preference(s) for a school(s) via the Authority’s website: [www.rotherham.gov.uk/admissions](http://www.rotherham.gov.uk/admissions)

If you do not have Internet access at home, you can access a free Email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the Common Application Form.

If you have any questions when completing your form please click on the link for admissions. enquiries@rotherham.gov.uk on the “How to Contact Us” page within the on-line service.

What to do next if you are applying using the Common Application Form

 ✓ Check you have completed all sections on the Common Application Form
 ✓ Return your completed form to the Admissions Team in the pre-paid envelope provided.
 ✓ If you are applying for a Church Aided School for your child you should complete the Additional Information Form included in this section. Your Common Application Form along with any additional information requested in support of your application should be returned to the Admissions Team in the pre-paid envelope provided.
 ✓ You must return your Common Application Form by 16th October 2012

However, Rotherham Authority will consider all applications received up to and including 30th November 2012 as being received by the closing date.

What to do next if you are applying using the On-line Common Application Form

 ✓ Check you have completed all sections on the on-line Common Application Form
 ✓ Press the submit button
 ✓ If you are applying for a Church Aided School for your child you should complete the Additional Information Form. This should be forwarded along with any additional information requested in support of your application to the Admissions Team clearly stating the name and date of birth of your child. Please use the pre-paid envelope provided.
 ✓ You must complete your on-line application by 16th October 2012, after this date you must apply on the Common Application Form.

Rotherham Authority will consider all applications received up to and including 30th November 2012 as being on time.

On 1st March 2013 a letter will be posted to notify you at which school we intend to offer your child a single school place.

To find out what happens after the Admissions Team receives your Common Application Form please refer to Section 7.
What to do if you change your mind about the preference(s)
you have made

What to do depends on when you change your mind.

If you change your mind before the 30th November 2012

1 Obtain another Common Application Form from the Admissions Team by telephoning (01709) 822508 or 822626.
2 Complete your new Common Application Form.
3 Return it to the Admissions Team, CYPS, Wing A, 1st Floor, Riverside House, Main Street, Rotherham, S60 1AE before 30th November 2012.
4 Attach a letter explaining that this is your second form to replace the original. Please name your original preferences in your letter. The Admissions Officer will then withdraw your original Common Application Form.

Please note:
By submitting a second Common Application Form a parent is notifying the Authority to disregard the original Common Application Form.

* Parents need to be aware that the Authority will only process one Common Application Form per child at any given time.

Places will be allocated based on your residential address on 30th November 2012. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill);

If you change your mind after 30th November 2012

If you change your preference after 30th November 2012 this will be dealt with as a late application after 1st March 2013. Your original application form will still be considered and a letter will be issued, based on this application, on 1st March, 2013. Consideration will then be given to your second Common Application Form.

If you wish to proceed and change your mind about the preferences you have made, the procedure is given below. However you are strongly advised to contact the Admissions Team before doing so.

1 Contact the Admissions Team on (01709) 822508 or 822626 and let them know you wish to change your preferences on the Common Application Form.
2 The Admissions Team will issue you with another Common Application Form.
3 Complete your new Common Application Form.
4 Return it to the Admissions Team, CYPS, Wing A, 1st Floor, Riverside House, Main Street, Rotherham, S60 1AE

If you change your mind after the offer day of 1st March 2013

* You are advised to contact the Admissions Team on (01709) 822508 or 822626.
Parents Resident Outside Rotherham but Wishing to Apply for a Rotherham School

Any application for a place in a school outside your own authority should be made to the local authority in which your child resides. You must take the following action:

✔ Contact your Local Authority for a copy of their admission to secondary school booklet. This will give details of how to make an application for a school place. The addresses of neighbouring local authorities and their telephone numbers are provided in Section 11.

✔ Complete the Common Application Form provided by your local authority naming your preferred Rotherham school(s) as one or more of your three preferences.

✔ Follow the procedures for returning the Common Application Form to your local authority.

Do not send this form to Rotherham.

✔ On 1st March 2013 your Local Authority will write to you with a single offer of a school place for your child. This may be for a school in Rotherham if it is possible to offer a place at your preferred school.

Fraudulent Applications

Once the Authority has made an offer of a school place it may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application from a parent, which effectively denied a place to a child with a stronger claim.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

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.

Please note in recent years a number of school places were withdrawn from children. It was proven that their parent(s)/carer(s) had supplied intentionally misleading or fraudulent information to gain a place at a particular school which effectively denied a place to a child with a stronger claim.

Repeat Applications

It should be noted that it is the LA’s policy that repeat applications made for entry to the same year group at the same school will not be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission.
Notes to help you to complete the Common Application Form and Additional Information Forms

BEFORE YOU COMPLETE THE COMMON APPLICATION FORM IT IS STRONGLY RECOMMENDED THAT YOU READ THE BOOKLET ADMISSION TO SECONDARY SCHOOL 2013/2014.

- Places will be allocated based on your residential address on 30th November 2012. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill).

- You can apply on-line at www.rotherham.gov.uk/admissions until 16th October 2012, or you can apply using the Common Application Form until the 30th November 2012.

For Children Resident in Rotherham

This Common Application Form is to enable you to express preferences for up to three schools and rank your preferences in order. There is also space on the application form to give reasons for your preferences. Please complete Part A - Sections 1 - 6.

You must return the Common Application Form in the pre-paid envelope provided to the Admissions Team, CYPS, Wing A, 1st Floor, Riverside House, Main Street, Rotherham, S60 1AE

To apply for St Bernard’s Catholic High School, Specialist School for the Arts and Applied Learning, Saint Pius X Catholic High School A Specialist School in Humanities or any other catholic voluntary aided school please complete the Common Application Form (Part A) and also the Additional Information Form (Part B) also, please attach any relevant documents.

If you change address please contact the Admissions Team for further advice on 01709 822626 or 822508.

For Children Not Resident in Rotherham

To apply for a Rotherham school(s), do not complete the Rotherham Common Application Form. Contact your home authority.

Data Protection

The information you supply will be used to consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared where necessary with other agencies that are involved in the health and welfare of school children. If you have named a school in another Authority, a copy of the form will be forwarded to that particular Authority. If you have any questions please contact the Admissions Team on 01709 822626 or 822508.

Please note that completion and return of the Common Application Form does not guarantee a place in any of your preferred schools.
HOW ARE APPLICATIONS PROCESSED?

This section explains what will happen to your Common Application Form after it is received by the Admissions Team. All Admission Authorities will be operating an ‘equal preference’ system in relation to all preference. For further details see Section 3 or if you require further advice please contact the Admissions Team.

Stage 1 – is your child eligible for admission to the school?

Stage 2 – at which school will an offer of a place be made?

STAGE 1

It will be for the relevant Admission Authority to determine whether your child is eligible for admission and therefore whether a potential offer of a school place could be made.

a) Procedure for Common Application Forms where only preferences for Rotherham Schools have been expressed

The Admissions Team will count the number of applications for each school.

- If the number of applications is below the admission number for community secondary schools, the Academies in Rotherham and the Trust School, the child is automatically eligible for admission to the school.
- If the number of applications is above the admission number then places will be allocated in accordance with the admission criteria in Section 5.
- Copies of all the Common Application Forms and Additional Information Forms, including a preference(s) for St. Bernard’s Catholic High School, Specialist School for the Arts and Applied Learning or Saint Pius X Catholic High School A Specialist School in Humanities will have been forwarded to the Governing Body of each school as the Governing Body is the admission authority for their school.

The Governing Body will put the applications in order of priority. To do this they will use their admission criteria and the Additional Information Form attached to the Common Application Form. They will send the Admissions Team a list of all the names of children with applications for the school. This list will have the names in priority order of eligibility for admission.

b) Schools in Rotherham and/or Barnsley, Doncaster, Sheffield, Derbyshire or Nottinghamshire

- If you have named a Rotherham School on your form please read the procedure above.
- If you have named a secondary school in Barnsley, Doncaster, Sheffield, Derbyshire or Nottinghamshire, your Common Application Form will be photocopied and sent to the relevant Admission Authority.
- The Admissions Officers in Barnsley, Doncaster, Sheffield, Derbyshire and Nottinghamshire, will inform the Rotherham Admissions Team of the outcomes of all applications made by Rotherham residents for their school(s).
(c) Schools outside those mentioned previously

- Schools outside South Yorkshire, Nottinghamshire and Derbyshire are not included in these co-ordinated admission arrangements. Therefore, if you name a school outside South Yorkshire, Nottinghamshire or Derbyshire, it is possible that you may receive more than one offer of a school place for your child.

- If you have named a secondary school outside South Yorkshire, Nottinghamshire or Derbyshire on your Common Application Form it will be photocopied and sent to the relevant Admission Authority. You are advised to have contacted that Admission Authority for details of its admissions policy before submitting your application.

- The relevant Admission Authority will determine the outcome of the application and will inform you of the decision.

STAGE 2

For each of the three schools on the Common Application Form, the appropriate Admission Authority will know whether your child is eligible for admission to each school. If your child is eligible for admission there is a potential offer.

The single offer of a school place will be for the highest ranked school on the application form for which your child has a potential offer.

Please refer to the table in Section 3 illustrating the 8 possible outcomes for your three preferences.

On the 1st March 2013 the Admissions Team in Rotherham will send a letter to all parents of children resident in Rotherham, making the single offer of a school place.

What to do when you receive the letter

- If you are happy with the offer of a school place in Rotherham you do not have to do anything. Staff at the school will contact you in due course. However, if the school offered is in a neighbouring Authority, your letter may request that you confirm in writing whether or not you wish to accept the offer of a place.

- If you do not accept the offer of a school place you must write and tell the appropriate Admission Authority as soon as possible as there may be a waiting list for the school.

- If you do not accept the offer of a place and wish to appeal for a place(s) at another school(s) please refer to Section 10.

For children resident in Rotherham, Common Application Forms can be obtained from the Admissions Team, Children and Young People’s Services, Wing A, 1st Floor, Riverside House, Main Street, Rotherham, S60 1AE Telephone (01709) 822626 or 822508.
What happens if your child is not eligible for admission to any of the three schools you have listed on the Common Application Form?

Children living in Rotherham

Where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community school in Rotherham with places available. One of the Rotherham Academies or the Trust School may also be offered under this process if places are still available.

For an explanation of how the nearest school is decided, please refer to Section 5. You do of course have the right to appeal for all of the schools at which your child has been refused a place.

Children living in another Authority

Please contact the Admissions Team in your home Authority for advice.

LATE APPLICATIONS

Rotherham Schools

- Applications received by the Authority up to and including 30th November 2012 will be included in the allocation of places made on 1st March 2013.
- You will not be offered a school place for your child on 1st March 2013 if the Admissions Team has not received an application form from you by 30th November 2012.
- If you have made a late application after 30th November 2012 and up to and including 1st March 2013 you will receive a letter on notifying you whether your child is eligible for a place at one of your preferred schools, after 2nd April 2013.
- If you submit a late application after 1st March 2013 and up to and including 31st May 2013 you will be notified as soon as possible whether your child is eligible for a place at one of your preferred schools.
- In the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child will be allocated a place at your catchment area school (if places are available) or the next nearest community school in Rotherham with available places. The Academies and the Trust School may also be offered under this process if places are still available.
- If a Common Application Form is not received from you by 3rd June 2013 and your child is a Rotherham resident a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community school in Rotherham with available places. The Academies and the Trust School may also be offered under this process if places are still available.

Schools not in Rotherham

Common Application Forms which are received after 30th November 2012 and name a school in a different Authority will be photocopied and forwarded to the relevant Authority. You are advised to have contacted that Admission Authority for details of how it deals with these applications received after this date.

You should read the information in the relevant Authority’s Admission Booklet regarding late applications or alternatively, contact staff at that Authority if you require further advice.
WHAT HAPPENS IF YOUR CHILD IS NOT ELIGIBLE FOR A PLACE AT ONE OF YOUR PREFERRED SCHOOLS

- For any school where you have not received an offer of a place, which is ranked higher than the school at which you have been offered a place, then your child’s name will be placed on the waiting list for that school.

- For children living in Rotherham where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community school in Rotherham with places available. The Academies and the Trust School may also be offered under this process if places are still available.

  For an explanation of waiting lists see Section 8.

- For any preference expressed by you where the Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

NOTICE OF APPEAL

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see Section 10.
WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

Rotherham Schools
On the National Offer Day of 1st March 2013, the Admissions Team will establish a waiting list for Secondary Schools in Rotherham, where the number of applications for those schools has exceeded the available places in Year 7.

Your child’s name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is ranked higher than the school at which an offer has been made. For more information on when your child’s name will be placed on the waiting list for your preferred school, please refer to Table A.

Table A

<table>
<thead>
<tr>
<th>Date application received by Admissions Officers</th>
<th>Date notification letter will be posted to parent(s)/carer(s)</th>
<th>Date on which your child’s name will be placed on the waiting list for your preferred school(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications received by 30th November 2012. (All applications received after this date will be deemed as late applications.)</td>
<td>1st March 2013 – decision letters sent to parents advising them of the outcome of their application.</td>
<td>1st March 2013 – waiting lists established for each oversubscribed school. These will automatically include the names of children who have not been made an offer of a place at a school ranked higher on the application form than the school which has been offered.</td>
</tr>
<tr>
<td>Applications received from 1st December 2012 to 1st March 2013 inclusive</td>
<td>2nd April 2013 – decision letters sent to parents advising them of the outcome of their application.</td>
<td>2nd April 2013 – waiting lists are updated to include the names of children whose application was received between the dates shown and for whom an offer of a place has not been made at a school ranked higher on the application form than the school offered.</td>
</tr>
<tr>
<td>Applications received from 2nd March 2013 to 2nd April 2013 inclusive</td>
<td>From 3rd April 2013 – letters will be posted to parents advising them of the outcome of their application.</td>
<td>3rd April 2013 – waiting lists are updated to include the names of children whose application was received between the dates shown and for whom the offer of a place has not been made at a school ranked higher on the application form than the school offered.</td>
</tr>
<tr>
<td>Applications received from 3rd April 2013 to 31st December 2013 inclusive.</td>
<td>Letters will be posted to parents following receipt of their application advising them of the outcome of their preference.</td>
<td>The names of children whose applications are received after 3rd April 2013, and for whom the offer of a place has not been made at a school ranked higher on the application form than the school offered, will be added to the waiting list on the day the application form is received by the Admissions Officer.</td>
</tr>
</tbody>
</table>

All parents need to be aware that their child’s name will not automatically be placed on the waiting list for a school where it is ranked lower than the school for which they have received a single offer of a place. Upon receipt of your allocation letter if you wish for your child’s name to be placed on the waiting list for a school ranked lower on your original application form than the school at which an offer has been made, you should submit this request in writing either by letter, by completion of a new common application form, or by Email to admissions.enquiries@rotherham.gov.uk. This written request will be considered as a late application based on the date of receipt of your written request and if this school is oversubscribed your child’s name will be placed on the waiting list for your preferred school in accordance with Table A above.
Table B

Preferred schools in rank order on the Common Application Form

<table>
<thead>
<tr>
<th>Rank</th>
<th>School</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>SCHOOL A</td>
<td>P W W P P P W W</td>
</tr>
<tr>
<td>2nd</td>
<td>SCHOOL B</td>
<td>P P W P P P W P</td>
</tr>
<tr>
<td>3rd</td>
<td>SCHOOL C</td>
<td>P P P W P P P W</td>
</tr>
</tbody>
</table>

When a place does become available it will be allocated to the child whose name is at the top of the waiting list on the day that the LA receives written confirmation of the vacancy. Where a number of children fall under the same admissions criterion, priority will be given to those children who live nearest to the school measured by a straight line on a horizontal plane (commonly known "as the crow flies").

If your child is offered a place at a school from the waiting list and the school is ranked higher than the school where they were previously offered a place the lower ranked offer will be withdrawn. If you wish to keep the place first offered you should contact my Admissions Officer immediately on receipt of the letter.

If you change your address, please write to the LA providing some proof i.e. a council tax or utility bill. Your child’s place on the waiting list will then be reviewed.

The waiting list will be established on the offer day and will be maintained up to and including 31st December, 2013.

The waiting lists for schools will be determined in accordance with each Admission Authority’s admission criteria. The table below shows for all possible outcomes of expressing three preferences, which schools waiting lists a child’s name will automatically be placed on.

<table>
<thead>
<tr>
<th>Preferred Schools in rank order</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st School A</td>
<td>P W W P P P W W</td>
</tr>
<tr>
<td>2nd School B</td>
<td>P P W P P P W</td>
</tr>
<tr>
<td>3rd School C</td>
<td>P P P W P P P W</td>
</tr>
</tbody>
</table>

Key

- **P**: Place available – your child is eligible for admission which creates a potential offer.
- **W**: School oversubscribed – your child is not eligible for admission as determined by the admission criteria, however their name will automatically be put on the waiting list.
- **Box**: School oversubscribed – child is not eligible for admission as determined by the admission criteria however their name will not be put on the waiting list because they have been given a place at a higher ranked school.
Important points about waiting lists

- A vacancy arises in Year 7, only when the number of offers to a particular school falls below the admission number, or in certain circumstances a higher number set by an appeals panel where it is determined that prejudice to efficient education would not occur.
- Parents need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later, unsuccessful applicant, who has a higher priority on the waiting list as determined by the admission criteria.
- Parents who intend to appeal against the Authority’s decision not to offer a place at a preferred school(s) should do so irrespective of having their child’s name placed on the waiting list(s);
- Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.
- For those parents who proceed to an independent appeal, no weight may be given to a child’s position on the waiting list.

Schools outside Rotherham

If you have applied for a school(s) outside Rotherham the arrangements for the operation of waiting lists will be included in their Admission to Secondary School booklets. These arrangements may be different to those in Rotherham and therefore you may wish to contact the Admissions Officer in the relevant Authority for further information and advice. Contact telephone numbers for neighbouring relevant Authorities are given in Section 11.
TRANSFERS DURING THE SCHOOL YEAR

The Local Authority will so far as is possible co-ordinate all In Year Transfers for St Bernard’s Catholic High School, Specialist School for the Arts and Applied Learning, St Pius X Catholic High School A Specialist School in Humanities and The Academies in Rotherham and the Trust School in 2013/14

Children resident in Rotherham

Once your child is attending secondary school you may decide that you wish him/her to attend an alternative secondary school. In such a case you may express a preference(s) for a transfer of schools. You should obtain a form from your home authority to request a transfer of school, which should be returned to the Admissions Team in your home authority. You will be able to name up to three schools in the area of any Local Authority on this form. Rotherham will forward a copy of the form to other named Admission Authorities for consideration.

Children not resident in Rotherham

Children who are not resident in Rotherham but who wish to apply for a Rotherham Secondary school should obtain a form from their home authority and return the completed form to the home authority. The home authority will then forward Rotherham Authority a copy of the completed form for consideration. Rotherham Admissions will then notify your home authority of the decision regarding your application.

If there is more than one child involved each request will be considered on an individual basis. If a child is offered or admitted to a school it does not guarantee a place at that particular school for any other child/children in the family.

In making a decision on a transfer request the Admission Authority will consider the current number on roll, the Admission Number for the year in question and whether agreement to the transfer would be prejudicial to the provision of efficient education or the efficient use of resources at the school.

Movement into a school’s catchment area does not guarantee a place at that particular school. A form should be submitted and the relevant admission authority will consider it by reference to the above.

Parents seeking a transfer have the right of appeal against the decision of any Admission Authority under the appeals procedure outlined in Section 10.

Children in Public Care and Children Previously in Public Care

Where an application for a place in a community secondary school or The Academies in Rotherham and the Trust School is made on behalf of a child in Public Care or previously in Public Care, the preference will be complied with, provided that the school is the catchment area/local school or, that it is the school deemed most appropriate by the Authority for that child, as part of the child’s personal education plan. This will apply even if the school is at or beyond its published admission number.

The admission will take place without delay and at no time shall admission be delayed beyond the statutory twenty day time limit for a child in Public Care or previously in Public Care to be out of school.

The only circumstances in which a child in Public Care or previously in Public Care would not be immediately admitted to the preferred school or catchment area school, is where the individual circumstances of the child are such that full time or mainstream provision is deemed unsuitable by the authority.
Timing of admissions, including transfers
It should be noted that all admissions, including transfers would normally take place at the beginning of a school term. Until a transfer takes place it is expected that your child will continue to attend his/her current school. There may be exceptions where, for instance, all parties agree that the transfer should take place earlier. Pupils who are ill at the start of a term or those who change residence and for whom that school would have not been easily accessible at the start of term should be admitted at the earliest opportunity. Children who are considered under the "Fair Access Protocol" (see below) will be admitted without delay.

Children who have been Permanently Excluded from a School
Children who are permanently excluded from a school will be admitted to a new school as soon as practicable, since they are prevented from returning to their original school.
Immediately the permanent exclusion has been upheld by the discipline committee of the governing body the LA is required to make provision for the child to receive interim tuition. The Authority’s Re-integration Officer liaises with parents/carers to enable them to express preference(s) for alternative schools. (See also Fair Access Protocol).

Managed Moves
A Working Group has investigated the admission to secondary schools of pupils presenting with behavioural and related difficulties. The intention is to provide an opportunity for collaborative working across these schools in accordance with current government guidelines.
Where pupils are at serious risk of exclusion, then two schools can work together with the full agreement of parent(s)/carer(s) to agree a managed move. A checklist of interventions has been developed in order that schools can ensure that all appropriate strategies have been tried.
Head Teachers are responsible for the organisation of the scheme with the support of the LA*. In essence, the home school will liaise with another school to agree a trial placement for an agreed period (a minimum of 10 school weeks) whereby the child will attend the new school, remaining on the roll of the home school. Following completion of a successful trial, the child will formally transfer and be placed on the roll of the new school. Formal paperwork agreeing the move will need to be completed at this stage.
*The home school will inform the LA’s exclusion officer at all stages of the process.

Fair Access Protocol
In response to the revised guidance contained within the Department for Education’s School Admissions Code, the Rotherham Local Admissions Forum has agreed the following as the Fair Access Protocol for the Rotherham area. This protocol applies equally to all Primary and Secondary schools within Rotherham in respect of preferences made outside of the normal admissions round on behalf of pupils who would otherwise have no place available to them.

Main Principles
The Local Admissions Forum recognises that some parents/carers can find difficulty in obtaining a school place for their child(ren) and that this can lead to an unnecessary delay in the admission to a school. This can be for a number of reasons, but the admissions process can often also result in undersubscribed schools (which may also be operating under challenging circumstances) being asked to admit a larger proportion of pupils with challenging behaviour than those schools which are operating at their admission number.
This protocol is designed to:

- ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible,
- provide for a fairer distribution of pupils with challenging behaviour,
- work in the best interests of all Rotherham’s pupils.

**Protocol**

1) and 2) below will form the basis of the Protocol. However, no places will be offered under 1) or 2) where 3) 4) or 5) would apply. Where a place cannot be offered at a specific school under the Protocol because 3) or 4) apply, then the place offered would be the next nearest school/ appropriate denominational school in Rotherham.

1) A preference in respect of a child falling within one of the following categories will be agreed, even where the preferred school is already operating at or above its admission number in the year group concerned, where the preferred school is the catchment/nearest/ most appropriate denominational school:

- Children attending PRUs who need to be reintegrated back into mainstream education
- Children who have been out of education for longer than one school term
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place
- Children of refugees and asylum seekers
- Homeless children
- Children with unsupportive family backgrounds, where a place has not been sought
- Children known to the police or other agencies
- Children without a school place and with a history of serious attendance problems
- Traveller children
- Children who are carers
- Children with special educational needs (but without a statement)
- Children with disabilities or medical conditions
- Children returning from the criminal justice system, and
- Children of UK service personnel and other Crown Servants

2) Where an application is received and there is no place available within the admission number at any of the preferred schools named on the form, then a place will be offered as follows:

a) where the parent/carer has made 3 preferences, then a place will be offered at the catchment/nearest/most appropriate denominational school,

b) where the parent/carer has made fewer than 3 preferences, a place will be offered at one of the 3 nearest schools with places available within the admission number.
3) It is recognised that there are, inevitably, some instances where it is not appropriate to agree a preference made on behalf of a child for a specific school. Preferences will not therefore be agreed as part of the above protocol where the child:

i) is a challenging child and the preferred school has a particularly high concentration of pupils with challenging behaviour, or previously excluded children and one or more of the following exceptional exists, namely that the school:
   a) requires special measures or has recently come out of them (within the last two years);
   b) has been identified by OFSTED as having serious weaknesses or requiring significant improvement and, therefore, given ‘notice to improve’;
   c) is subject to a formal warning notice;
   d) is a Fresh Start school or Academy open for less than two years; or
   e) is a secondary school where fewer than 20% of children are achieving 5 or more GCSEs at grade A*-C, or a primary school where fewer than 55% of pupils achieve level 4 or above at Key Stage 2 in both English and Mathematics for four or more consecutive years, or

ii) has, in exceptional circumstances, a previously established connection with the school concerned, and, in i) or ii) admission to the school would prejudice the provision of efficient education or the efficient use of resources.

4) Any places offered under this Protocol should not lead to the necessity for any school to breach the Infant Class Size legislation. No place will, therefore, be offered which leads to an Infant class size greater than 30, except where the following apply:
   • in the case of a relevant looked after child (child in public care), or
   • where there are no other schools that could provide suitable education within a reasonable distance of the child’s home address.

Any children falling within the above would be classed as ‘excepted pupils’ under the current regulations and a class greater than 30 would be allowed for the remainder of the academic year.

5) Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1st September 1997, parents can still express a preference for a school place, but the requirement to comply is removed for a period of two years following the latest exclusion. However, this does not apply to:
   • children with statements of special educational needs;
   • children who were below compulsory school age when excluded;
   • children who where re-instated following a permanent exclusion;
   • and children who would have been re-instated following a permanent exclusion had it been practicable to do so.

A permanent exclusion is regarded as taking effect from the first school day the headteacher has told the pupil not to attend school.

In such circumstances the LA will offer a place at a school it deems to be most appropriate and, therefore, this protocol will not apply.
INFORMATION ON APPEALS

If you have not been offered a place for your child at a school for which you have expressed a preference you have the right of appeal to an independent appeal panel.

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:

Reason 1 the number of applications exceeded the admission number for the school. This means the number of applications received for this school was higher than the number of places available (admission number) in the relevant year group.

For secondary schools the relevant year group is Year 7.

The admission criteria were applied and your application for your child was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources.

Or

Reason 2 you were offered a place for your child at another school under the co-ordinated scheme. This means you were not offered a place for your child at this school because you were offered a place at a higher ranked school in accordance with the Authority’s co-ordinated scheme for admission.

The table below shows the eight possible outcomes of expressing three preferences for schools and for which schools the parent can appeal.

<table>
<thead>
<tr>
<th>Preferred Schools in rank order</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1st School A</td>
<td>P</td>
</tr>
<tr>
<td>2nd School B</td>
<td>PA</td>
</tr>
<tr>
<td>3rd School C</td>
<td>PA</td>
</tr>
</tbody>
</table>

**Key**

- **P** This was the highest ranked preference with a potential offer therefore the parent was offered a place at this school.
- **A** Your child was not eligible for a place at this school. **You have the right of appeal for a place at this school.**
- **PA** Your child was eligible for this school, but you were not offered a place for your child, because you were offered a place at a higher ranked school. **You have the right of appeal for a place at this school.**

**Please note:**

*If you intend to appeal for a place at a school ranked lower than the one for which you have received an offer for your child, check with the Admissions Team before you decide to submit an appeal because there could still be places available at that school. This means you could be offered a place for your child at the school and therefore would not have to submit an appeal.*
Appeals Procedure

All independent appeals are organised by the Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice.

The important requirements of any independent appeal are:

a) appeals must be in writing stating the grounds on which the appeal is made;

b) for all Rotherham schools, parents should lodge their appeal within 21 school days of the date of notification to parents that their application for a place at the school was unsuccessful. For schools outside Rotherham please contact the relevant Admission Authority for advice.

c) every parent has the right to attend the independent appeal in order to make their case;

d) the parent can be accompanied by a friend or be represented by them;

e) independent appeals are heard in private;

f) the decision of the Appeals Panel is binding on both parents and the Authority;

g) parents will receive written notification of the Appeal Panels decision.

General Information On Appeals

A separate document containing details of the appeals procedure is available to parents whose applications could not be satisfied.

1 Any member of the Authority may attend, as an observer, any hearing by an Appeals Panel established by the Authority.

2 Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal written documentation summarising the reasons for refusing the admission.

3 If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.

4 In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

Brinsworth Comprehensive School, a Science College

Enquiries about admission appeals for Brinsworth Comprehensive School, a Science College, which is an Academy, will need to be submitted to the school, as the Governing Body makes its own arrangements with regard to admission appeals. The contact details for this Academy are in section 4 of this booklet.
USEFUL CONTACTS

Admissions Team
Children and Young People’s Services
Wing A, 1st Floor, Riverside House,
Main Street, Rotherham S65 1AE
Tel: Admissions Officer on 01709 822626
or 822508
Fax: 01709 371444
Email: admissions.enquiries@rotherham.gov.uk

Appeals Clerk
Legal and Democratic Services
Eric Manns Building
45 Moorgate Street
Rotherham S60 2RB
Tel: 01709 822058
Email: debbie.bacon@rotherham.gov.uk

Diocesan Addresses

Catholic Diocese
Diocese of Hallam
Schools Department
Hallam Pastoral Centre
St Charles Street
Attercliffe
Sheffield S9 3WU
Tel: 0114 2566440
Email: schools@hallam-diocese.com

Church of England Diocese
Huw Thomas
Director of Education
Diocese of Sheffield
Church House
95/99 Effingham Street
Rotherham S65 1BL
Tel: 01709 309100 or 309123
Email: huw.thomas@sheffield.anglican.org

Neighbouring Authorities

Barnsley
School Admissions Section
Directorate for Children,
Young People and Families
PO Box 634
Barnsley S70 9GG
Tel: 01226 773689, 773588, 773677 or
773506
Email: sarahmccarthy@barnsley.gov.uk

Doncaster
Admissions and Pupil Services
Children and Young People’s Services
PO Box 266
The Council House
College Road
Doncaster DN1 3AD
Tel: 01302 737204 or 737234
Fax: 01302 737186
Email: admissions@doncaster.gov.uk

Sheffield
Pupil Support
Floor 3, Howden House
Union Street
Sheffield S1 2SH
Tel: 0114 2735790 Fax: 0114 2734155
Email: ed-secondary.admissions@sheffield.gov.uk

Derbyshire
Derbyshire County Council
Children and Younger Adults
St Helena Centre
Sheffield Road
Chesterfield S41 7LU
Tel: 01629 537479 Fax: 01629 433412
Email: admissions@derbyshire.gov.uk

Nottinghamshire
Nottinghamshire County Council
North Base, Meadow House
Littleworth
Mansfield
Nottinghamshire NG18 2TA
Tel: 01623 433499 Fax: 01623 433412
Email: admissions.ed@nottscc.gov.uk
ADDItIONAL InFORMAtION ABout SeConDArY eDuCAtIon

Charges and the Remission of Charges
Copies of Rotherham Authority’s policy on charging for school activities and on the remission of such charges are available from staff in Children and Young People’s Services, Wing A, 1st Floor, Riverside House, Main Street, Rotherham S65 1AE and from all the Authority’s schools. The prospectuses produced by individual schools contain a summary of the charging and remission policies of the school’s governing body. Full details of the governing body’s policies are available at the school concerned.

Families Information Service
Free information and advice on local childcare provision.
Tel: 0800 073 0230

Complaints
The Authority has established a Code of Practice for the consideration and disposal of complaints about the school curriculum and related matters. Information on this can be obtained from the Complaints Manager in Children and Young People’s Services.
Tel: 01709 254903 or from the school concerned

Educational Psychologists
Educational Psychologists visit all schools within Rotherham Local Authority on a regular basis and work together with teachers, parents and other agencies/professionals to support any child who may be experiencing difficulties with learning.
The easiest way to contact the service is to get in touch with the Head Teacher of your child’s school although enquiries can be made directly to the service on:
Tel: 01709 822580

Education Welfare Service
This service promotes good attendance at schools and helps children and parents who are experiencing problems that may be preventing regular attendance at school.
Tel: 01709 822528 or 822567

Employment of Children
The employment of children is strictly controlled by legislation. For further information on the matter parents can contact the Central Attendance Team.
Tel: 01709 822335

Exclusions
This section offers advice and guidance on the exclusion process to schools and parents.
Tel: 01709 255215
Email: lesley.logan@rotherham.gov.uk
**Parent Partnership**

This service is available to offer impartial advice and information to parent(s)/carer(s) of children who have special educational needs.

Tel: 01709 823767
Email: parentpartnership@rotherham.gov.uk

**Public Examinations**

Under the Authority’s system of comprehensive education, pupils are entered for public examinations appropriate to their age, aptitude and ability.

Decisions on the particular examinations for which pupils are to be entered are a matter for the professional judgement of the Head Teacher and the teaching staff. Where entry is recommended by the Head Teacher entry costs will be paid by the school. The school may seek reimbursement from parents of pupils who fail, without good reason, to sit examinations for which they are entered.

**School Dress Code**

Parents should contact individual schools for details of their dress code or refer to the school’s prospectus. Please note that the Authority is no longer able to offer assistance towards school uniform.

**School Meals**

For up-to-date information about claiming Free Schools Meals you can contact the Free Schools Meals Team in the Riverside House, Main Street, Rotherham S65 1AE . Tel: 01709 336065. Information and a claim form is on our website at www.rotherham.gov.uk

**School Transport**

Please see the Transport Policy contained in Section 13 of this booklet or at www.rotherham.gov.uk

**Special Educational Needs**

Most children can cope well in their secondary school, although some children will be given extra help by the Special Educational Needs Department at their school. Parents should always make the school aware of any concerns which they may have. For further details contact Assessment Services - 01709 822660.

**Staff Training Days (Inset)**

Schools are closed for a number of days to allow for staff training. These could be at any point during the school year including the first and last day of term. Each school will inform parents when the school is be closed.
Vaccination (Immunisation)

Vaccination (immunisation) is one of the most effective public health measures in the world, protecting vulnerable individuals against a wide range of infectious diseases.

One of the most important things you as a parent can do for your child is to make sure that he/she is up to date with all of their routine childhood immunisations. This is particularly important as they prepare to start school, as they will be mixing with a wide variety of children which will increase their risk of exposure to a range of serious and potentially fatal infections – remember these infections still exist and can infect an unprotected individual. Vaccination is the most effective way of keeping them protected against these infectious diseases, as once your child has been vaccinated against a disease, their body can fight that disease more effectively should they come into contact with it. Vaccinations are quick, safe and extremely effective, but if you have any concerns you should contact your Practice Nurse or Health Visitor to discuss these.

By the time your child starts school they should have been vaccinated against:

- Tetanus, Diptheria, Polio, Whooping Cough, Haemophilus Influenza (type b), Pneumococcal disease, Menigitis (Type C), Measles, Mumps and Rubella.

If you child has a chronic or long term condition for example, Heart, Breathing/Respiratory, Liver, Kidney, Diabetes, reduced or impaired immuity or Neurological condition they may be eligible for the seasonal flu vaccine – you should contact your Practice Nurse for advice.
HOME TO SCHOOL TRANSPORT POLICY APRIL 2012

This is a summary of some of the information contained in the Home to School Transport Policy April 2012. A full copy can be accessed at www.rotherham.gov.uk and use “School Transport” in your search.

If you would like a copy of the policy in an alternative format, please contact our Passenger Transport Service at the Corporate Transport Unit on 01709 822649 (24 hours voicemail service is available) or e mail: education.transport@rotherham.gov.uk

1 INTRODUCTION

The Statutory Duty to provide free transport assistance to eligible learners

Section 508B of the Education Act 1996 (amended by the Education & Inspections Act 2006) deals with the duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for “eligible” learners to “qualifying schools”. Schedule 35B of the Act defines “eligible” children.

Parents are responsible for ensuring that their children attend school regularly. Section 444 of the 1996 Act outlines the situations in which a parent may have a defence in law against a prosecution by a local authority for their child’s non-attendance at school. Section 444(3B) provides a parent with a defence if he or she proves that the Local Authority has not fulfilled its statutory duty to provide this.

This Policy explains the criteria used in establishing a learner’s eligibility for transport assistance for those living in the Rotherham Authority.

This Policy is correct at the time of publication. It should not be assumed, however, that there will be no changes to this information before the start of, or during the school year. Every effort will be made to update this Policy in a timely manner according to changes in statutory duties.

2 TRANSPORT ASSISTANCE AND ELIGIBILITY

Transport assistance may consist of one of these options:-

i) A zero fare bus pass which allows a learner to free bus travel between the nearest bus stop to their home address and their registered school base.

ii) Refunded travelling expenses according to the cheapest available public transport route for those learners able to access public services.

iii) Mileage expenses in accordance with the Council’s current rate, for pupils requiring special arrangements.

iv) Free or subsidised travel on a coach, minibus, taxi or specially adapted vehicle if the learner is unable to travel by public transport due to the distance, their mobility, or effect of their complex special educational needs (see section 2.08).

Eligibility to free transport assistance – mainstream settings

2.03 Pupils aged 8-16 years

For pupils aged 8-16 years of age (on 1st September) attending their nearest appropriate qualifying school* (unless an alternative appropriate school has been determined by the Local Authority), a zero fare bus pass will be provided where the distance between home and school is more than 3 miles (otherwise referred to as the
upper statutory qualifying distance). Parents/carers are responsible for ensuring their child’s safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey as appropriate.

2.04 Pupils attending denominational schools

Some transport assistance to denominational (faith) schools has historically been provided on a discretionary basis. There is no statutory duty to provide it except for those secondary aged pupils from low income families (see section 2.07).

Following consultation, changes in Policy have been made which will affect some pupils attending denominational schools.

Please note that for the academic year of September 2013, only new applications for secondary aged denominational pupils who qualify under low income criteria (see section 2.07) will receive free transport assistance.

2.05 Pupils not attending their nearest appropriate qualifying school,* (unless an alternative appropriate school has been determined by the Local Authority).

The Local Authority recognises its obligations under the School Standards and Framework Act 1998, as amended by the Education Act 2002, to comply with parental preferences regarding choice of school. In order to ensure the efficient use of its resources the Local Authority will only provide transport assistance where the school attended is the nearest appropriate qualifying school* (unless an alternative appropriate school has been determined by the Local Authority) from the pupil’s main home address.

Parents/carers who apply for a place in a school for their child/children which is not the nearest appropriate qualifying school* (unless an alternative appropriate school has been determined by the Local Authority) do so knowing that free transport assistance will not be available regardless of the distance involved (unless section 2.07 applies).

2.07 Pupils from low income families

The Education and Inspections Act 2006 introduced free transport assistance for qualifying pupils from low income families. Those who qualify are pupils in receipt of free school meals or from families in receipt of Maximum Working Tax Credit.

Please contact the Council’s Customer Services on 01709 336006 to make an application for free school meals.

Please contact the Tax Credit Helpline on 0845 300 3900 to make an application for Working Tax Credit.

Pupils meeting these criteria will receive free transport assistance (usually a zero fare bus pass) on condition that:

i) Pupils aged 8 to 10 attending their nearest appropriate qualifying school*, (unless an alternative appropriate school has been determined by the Local Authority) where the distance between home and school is more than 2 miles.

ii) Pupils aged 11 to 16 attending any 1 of their 3 nearest appropriate qualifying schools*, where the distance between home and school is more than 2 miles, but not more than 6 miles.

iii) Pupils aged 11 to 16 attending their nearest appropriate denominational school on grounds of religion or belief, where the distance between home and school is more than 2 miles but not more than 15 miles.
The distances referred to are measured as:

Up to 2 miles – as per the statutory walking distance, along the nearest available safe walking route.

The 6 mile or the 15 mile upper limit – along road routes passable by suitable motorised transport.

* The nearest appropriate qualifying school is one with places available that provides education appropriate to the age, ability and aptitude of the child.

2.08 Pupils with Special Educational Needs (SEN)

**Pupils aged 5 to 16 years**

Pupils with SEN will have their individual transport needs assessed against set criteria taking into account the distance, their age, mobility and the effect of their complex needs on their ability to travel. This may include:

- Complex communication difficulties
- Severe and complex learning difficulties
- Complex learning and behavioural difficulties
- Physical and medical difficulties
- Dual sensory impairment

Under the provisions of paragraph 3 of Schedule 27 to the Education Act 1996, parents may express a preference for a child with a Statement of SEN to attend a school which is not the nearest suitable school identified by the Local Authority. If the Local Authority considers that it would be incompatible with the efficient use of its resources to provide and fund home to school transport to the more distant parental preference, it may name both schools within the child’s Statement of SEN (paragraph 8:87 of the SEN Code of Practice), on the express condition that parents accept, and continue to accept, liability for arranging and funding home to school transport.

**Mobility Pass**

A Mobility Pass is available to Rotherham residents and allows free travel on all buses, trams and trains within South Yorkshire and some cross boundary services. Severely disabled people, who are unable to travel without assistance, can also qualify for a special mobility pass that enables a carer to travel with them free of charge. Please contact the Local Authority on 01709 822595 to discuss qualification criteria. Further details are available on the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com)

2.10 Appeals

Parents/carers have the right to appeal against the Authority’s decision not to provide transport assistance if they feel there are exceptional circumstances that breach this Policy. Please request a Notice of Appeal Form from the Transport Assessment Officer on 01709 822649 (24 hours voicemail is available) or e mail: education.transport@rotherham.gov.uk

Parents/carers must submit their grounds for appeal within one calendar month of the original decision. The appeal must also include any relevant medical reports which are no more than 3 months old. This will then be considered by an independent appeals panel within one calendar month from submission.
3 PARENTS/CARERS GUIDELINES - MAINSTREAM TRANSPORT

Provision and Conditions

The majority of Rotherham pupils assessed as entitled to transport assistance are issued with a zero fare pass allowing them to travel free by public transport to/from school. Where specific buses are provided for mainstream home to school transport, these may be run commercially by the operators or on contract to the Local Authority. In both instances, these are registered services available to the general public and as such parents/carers should consider the need to accompany the pupil as necessary.

3.01 A pupil’s home address is considered to be the one that is in receipt of Child Benefit. Pupils in receipt of free transport assistance will have their eligibility re-assessed following a move of address as this may affect both the identity of the qualifying school and the distance.

3.02 The distance between the pupil’s home and school is measured using a computerised mapping system. This is from the front door of the home address to the nearest designated school entrance by the nearest available safe walking route.

3.03 Pupils who do qualify (see section 2) for a zero fare bus pass will continue to be assessed and reviewed each school year.

3.04 Where it is not possible for pupils to travel by public transport, the Local Authority may consider other arrangements.

3.05 Secondary aged pupils, not qualifying for transport assistance through the Local Authority need to obtain a concessionary fare pass issued by South Yorkshire Passenger Transport Executive (SYPTE). The MegaTravel (Proof of Age) Pass allows the holder to travel at the concessionary fare on buses trams and trains in South Yorkshire. Further information and application forms are available from the Travel South Yorkshire website www.travelsouthyorkshire.com or the Rotherham or Meadowhall Interchanges, or contact Traveline on 01709 515151.

3.06 Pupils attending a school in Rotherham, who live outside the Rotherham boundary, must apply to their home Local Authority, for assistance.

3.07 It is the responsibility of parents/carers to meet other transport needs including travel to and from work placements, extra curricular activities, transitional travel or any other arrangements they make with the school.

3.08 The ultimate responsibility for the safety and conduct of any pupil during the journey to and from school rests with parents/carers. Some pupils may need be taken to the bus stop and supervised until the bus arrives. Similarly, these pupils may need to be met on their return journey. Pupils who are unaccompanied between home and bus stops should follow a safe route known to the parents/carers.

Please remember that in the event of serious or persistent misbehaviour, the Local Authority may exclude your child from using school transport or withdraw a zero fare bus pass. Additionally, the bus operator can refuse entry to the vehicle for such pupils.
4 PARENTS/CARERS GUIDELINES – SPECIAL EDUCATIONAL NEEDS (SEN) TRANSPORT

Provision and Conditions

Many secondary aged pupils who have been assessed as requiring transport assistance, other than a zero fare bus pass, will receive support for independence and mobility training as part of their school curriculum. The aim is to reduce their reliance on individual transport in Key Stages 3/4. Plans to encourage independent travel will be considered at the earliest opportunity by the school working in partnership with parents/carers.

4.01 Pupils in receipt of transport assistance will have their eligibility re-assessed following a change of address as this may affect both the identity of the qualifying school and the distance. Dual residence or parents/carers work and family commitments will not be regarded as valid reasons for determining entitlement to transport assistance. A pupil’s home address is considered to be the one that is in receipt of the Child Benefit.

4.03 It is the responsibility of parents/carers to meet other transport needs such as travel to and from work placements, breakfast clubs, extra curricular activities, transitional transport or any other arrangements they make with a school.

4.06 Pupils who attend a residential school (e.g. a term-by-term basis) outside Rotherham, named in their Statement of SEN, will be allocated a maximum of 6 return journeys to/from their place of education. No additional journeys will be funded by the Local Authority.

4.07 Some parents/carers may wish to use their own vehicle to transport their child to and from school. They may be entitled to claim a fuel allowance, when no spaces are available on existing transport, or where no contracted transport provision exists. This will only be paid for the journeys when the eligible child is travelling in the vehicle. Further information can be obtained from the Transport Assessment Officer (01709 822649).

4.08 Any special transport equipment, seating, restraints, or training required due to the pupil’s physical, medical or behavioural needs which require supervision during travel will usually be arranged by the Local Authority. In some circumstances, an agreed individual transport care plan will be required before the pupil can travel on any contracted vehicle.

4.09 Transport assistance may be reviewed on a termly basis. Any recommended changes to a pupil’s transport arrangements will be considered by the Local Authority. Where individual transport is ceased, pupils may be eligible for a zero fare bus pass, provided they live beyond the statutory walking distance (see section 2). Changes, for various reasons, may be necessary during the school term and you will be informed of these as soon as possible.

4.18 In the event of a pupil exhibiting persistent, deliberate, disruptive or dangerous behaviours (including physical and verbal abuse), they will be excluded from transport. Transport provision will be withdrawn by the Local Authority and parents/carers will be expected to make their own arrangements to ensure their child attends school.

The Home to School Transport Policy may be revised in accordance with the Welfare Reform Act 2012 and introduction of the Universal Credit System.
SUSTAINABLE TRAVEL CHOICES FOR SECONDARY SCHOOLS

Improving the journey to school

Sustainable Transport

Rotherham Council has developed a strategy that encourages home to school journeys by ways other than the private car. For example, walking, cycling and using public transport. This will help us to meet duties under the Education and Inspections Act 2006. There is more about Sustainable School Travel on our website www.rotherham.gov.uk - Sustainable School Travel

The key objectives of our strategy are to:

- Reduce car use to reduce congestion and pollution
- Provide travel choice and ensure transport is not a barrier to educational choice and attainment
- Improve travel safety
- Improve the health of children and young people
- Raise awareness and promote environmentally sustainable travel

Interactive map

Have a look at our interactive map on the website www.rotherham.gov.uk to find your travel options to explore your sustainable travel options, including cycling routes and safer places to cross roads (using controlled traffic lights, Zebra crossings, School Crossing Patrols, footbridges and pedestrian subways).

Rotherham Council would like you to consider using more environmentally friendly ways for your journey to and from school.

Benefits of Walking or Cycling to School

Walking/cycling to and from school on a regular basis provides students with a regular source of physical activity and helps contribute to a healthy lifestyle. Walking is a good activity to promote to everyone because it doesn’t depend on their income or having sports facilities nearby. Ask your school about the initiatives they support such as Bike It (www.sustrans.org.uk/what-we-do/bike-it)

Public Transport Patronage

Greater use of public transport would help reduce the congestion and emissions created around schools at the start and finish of the school day. So with the help of SYPTE, students will be instructed on the use and behaviour expected when using public transport.

Follow the links for Bus Map Movie and Buses in your area on our website.

Active students make active adults:

Walking/cycling to and from school from an early age is habit forming, not only are active children much more likely to become more active as adults but children who are ferried around in cars are much more likely to be car dependant as adults.

Safety training:

Walking/cycling regularly enables students to develop life skills; preparing students with road safety and personal awareness skills. Ask your school about training opportunities such as Bikeability Training (www.dft.gov.uk/bikeability)
Congestion reduction:
Fewer cars on our roads is good for the environment and local communities; fewer cars at the school gate can make it safer for students making their way to and from school. It also means quieter streets for residents and a reduction in vehicle emissions in the vicinity of the school.

Academic achievement:
Teachers found that students who walk or cycle to school arrive more alert and are therefore more prepared for the school day ahead.

Quality time:
Friends and family can walk or cycle to and from school together and enjoy some quality time.

Learning for life:
Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn. If you live a long way from school and need to use the car, why not park away from the school and walk part of the journey.

It is for all these reasons that we want to encourage students to walk, cycle or use public transport on the school journey wherever possible.

If you have access to the internet the following web links may be useful and can be found on the Rotherham Council web site www.rotherham.gov.uk.

For all information relating to public transport, follow the links to Your Council, Council Services, Environment and Development Service, Planning and Regeneration, Planning and Policy (under Transportation Unit). This will open the transportation web page which has relevant information relating to public travel choices. e.g. bus, train, car sharing, cycling and walking etc.

Cycling routes are shown on-line on the interactive Cycling Map on the website.

Also, for specific school transport provision issues, on the Council web page, follow the links to Education and Learning, Schools and Colleges, School Transport, this will open the relevant information regarding school transport assistance provision and sustainable school travel choices, eg. R.M.B.C. School Transport Policy, school transport provision, Sustainable School Travel Strategy etc.

Cycle Training in Schools
The Council through its external cycle training provider offers free cycle training to the majority of the Borough’s Primary and Secondary schools, especially to schools that are promoting sustainable travel. A number of schools now have secure cycle storage.

All pupils will be instructed on how to ride their bikes to the government’s National Standard for Cycle Training, which has been designed to give the next generation of cyclists the skills and confidence required to ride their bikes on today’s roads. All pupils will receive quality cycle training by fully qualified and accredited instructors. Contact our Cycling officer on Rotherham 822951 for further details.

Car Sharing
With the other South Yorkshire councils we have set up a website www.carsharesouthyorkshire.com to help people to save money and reduce their impact on the environment by sharing their car journeys. If enough people take part in initiatives like this congestion will be reduced making road journeys safer and more pleasant for everyone. Contact our Work Place Travel Plan officer on Rotherham 822186 for further details.
Pedestrian skills
These have been provided on request by schools that have traditionally incorporated training in their school prospectus. As all schools are now required to provide a school travel plan it is envisaged that there will be a significant increase in requests for this service and we are investigating means of providing a suitable training scheme in the next school year. Contact our Road Safety Education Officer on Rotherham 822957 for further details.

Young Driver Training
Road Safety Education staff will provide pre-driver education programmes for pupils within Comprehensive Schools and Colleges by arrangement.

In addition, funding has been secured from Central Government to introduce a new programme aimed at young people who are about to take their practical driving test or those who have just failed it. The programme consists of a series of interactive scenarios covering topics such as, speed, drink/drug driving, first aid, basic under the bonnet maintenance, documentation and the law. It concludes with an ex offender giving a factual account of a fatal collision caused by him, his subsequent court conviction and the continuing effects on his life. Contact our Road Safety Education Officer on Rotherham 822957 for further details.

Public Transport
Information relating to travelling to and from school by public transport can be found on the SYPTE’s Travel South Yorkshire Traveline website at www.travelsouthyorkshire.com (follow the link to Education, Business & Community, Education) or telephone (01709) 515151. South Yorkshire Passenger Transport Executive (SYPTE) offers travel awareness training on public transport and other sustainable travel choices, delivered by the SYTPTE’s dedicated Education and Safety Team and the local Council, to all our secondary schools.

This training aims to inform students of the benefits of public transport and what other sustainable travel choices are available in getting to and from their chosen secondary school. It gives pupils an insight on how best to use the public transport system in Rotherham together with related behaviour and safety issues and what other choices of travel they have such as cycling, walking or parental car sharing.

In secondary schools the SYPTE aims to promote public transport and other sustainable travel choices, through positive education and partnership working between schools, the local Council and transport operators.

One of the areas the programme focuses on is promoting appropriate behaviour on public transport on the journey to and from school. SYPTE want all pupils to be aware of their responsibilities and understand the impact anti social behaviour has on other pupils and members of local communities.

The secondary school Travel Awards scheme is granted to those schools that demonstrate concern and implement a structured response to school transport issues.

At Travel South Yorkshire we provide information and a range of products and services to help young people use public transport. ie

- Travel Passes for Young People
- Plan Your Journey
- Code of Conduct.
Role of the Education and Safety Team

The Travel Advisors of the Education and Safety Team actively work with:

- secondary and junior schools
- South Yorkshire Police
- bus, tram and train operators.

The Travel Advisors promote public transport journeys, in particular between home and school. They work alongside junior and secondary schools within South Yorkshire to educate and encourage the use of public transport safely. The advisors also offer guidance to schools and pupils on specific travel issues.

In secondary schools the Travel Advisors:

- educate pupils on how to be safe when travelling on public transport
- promote the MegaTravel Pass in schools. They give pupils the opportunity to apply for a pass through the school’s offer safety awareness days.
- advise careers teachers on work experience travel options available for their Year 11 pupils
- encourage pupils to use public transport and educate them about the passes available when they finish school, go to college, sixth form or into work
- tackle transport related behavioural problems in a small minority of secondary schools and work closely with the school and operators to help solve these issues.

If you would like to get in touch with any of the Travel Advisors for Education and Safety or find out how your school can get involved please call Traveline on Rotherham 515151 or use our on-line enquiry form.

On this website you will find lots of useful information about home to school travel, and other services for our region’s students including:

- travelling to secondary school
- travel passes available for young people
- Teachers’ Resource.

We have produced a special booklet, “A Guide for Parents, Carers and Pupils Home to School Transport” which contains information, advice and tips on using public transport safely and responsibly. You can download the Home to School booklet or you can request a copy by telephoning Rotherham 515151.

Travel Passes for Young People

There are a range of passes available for young people who use public transport.

**MegaTravel Pass**

These are available for all 11-16 year olds who live and travel within South Yorkshire. Get further information on the MegaTravel Pass in our Your Tickets section.

**Zero Fare Pass**

These are available for pupils who live within South Yorkshire, and travel over certain distances from home to school. Get further information on the Zero Fare Pass in our Your Tickets section.
**Disabled students**
A Mobility Pass entitles you to travel free of charge on all buses, trams and trains in South Yorkshire, and on some cross boundary services, at any time (except on late services). Get further information on the Mobility Pass in our Your Tickets section.

**Student 16-18 Pass**
These are available for further education students who live within South Yorkshire. Get further information on the 16-18 Student Pass in our Your Tickets section.

All the current Travel South Yorkshire information can be accessed by their website as above (Welcome to Travel South Yorkshire).

Visit the Kids, Parents and Schools section of the Travel South Yorkshire website for information on travelling to/from school by Public Transport.