

# Admission to Secondary School 2018-2019



**Apply online by 13 November 2017**

[www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools)



**Apply by post**

**Closing Date 30 November 2017**

Telephone 01709 823777 to request an application form

## **Letter from the Strategic Director for Children and Young People's Services**

*Dear Parent(s)/Carer(s)*

*The Education of Children and Young People is a Key priority in Rotherham. 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 2018. The booklet summarises the Local Authority and Schools policies 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 2018.*

**All Rotherham's Schools are fully committed to The Rotherham School Improvement Mission:**

- All children will make at least good progress
- There will be no underperforming cohorts
- All teachers will deliver at least good learning
- All schools will move to the next level of successful performance

### **The Vision for Rotherham's Children's and Young People's Services**

Working with children, families and our partners, for Rotherham's Children's Services to be rated outstanding by 2018. Our key outcomes will be:

- Children and young people are healthy and safe from harm
- Children and young people start school ready to learn for life
- Children, young people and their families are ready for the world of work

This will mean our children, young people and families are proud to live and work in Rotherham.

*Yours sincerely*

*Ian Thomas*

Strategic Director, Children and Young People's Services

## 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 2006 and 31st August 2007, who should be moving onto Secondary School in September 2018.

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 Apply on-line at [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools)  
Or request a paper application form
- 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 requested by your preferred school(s) (e.g. baptismal certificate) directly to your requested school(s).
- 3 The Common Application Form must be returned to:  
Admissions Team  
Children and Young People's Services  
Riverside House  
Main Street  
Rotherham  
S60 1AE
- 4 Places will be allocated based on your residential address on **30 November 2017**. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g. utility/council tax bill).
- 5 You can apply on-line at [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools) until **13 November 2017**, or you can apply using the Common Application Form until the **30 November 2017**.
- 6 On **1 March 2018** a letter will be posted to your home address or an email will be sent (if you applied online and choose this option), to notify you at which school we intend to offer your child a single school place.

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.

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# Section 1

## 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 appeal 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 children 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 children 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 Application 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 administered by different admission authorities. The term 'common application form' throughout this booklet is used to refer to the online application form or the paper common application form unless otherwise stated.

### **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 2018, the Government has deemed that the National Closing Date for receipt of applications will be 31st October 2017. In agreement with its neighbouring Authorities and in accordance with its policy for co-ordinated admission arrangements, Rotherham Authority will accept all applications for a Rotherham School received up to and including 30 November 2017 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 1 March, except where this day falls on a Saturday or Sunday. In 2018 letters or emails will be issued on 1 March.

### **Net Capacity**

The net capacity of a school is the total number of places available for children. In order to calculate the net capacity a formula issued by the Department for Education is used.

### **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.

### **Oversubscribed**

Where the number of applications for the relevant year group in an admission year exceeds the published 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). 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 order of preference. (See also Ranking).

### **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 Groups

The year group into which children 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.

Year Group	Admission Year	Date of Birth
Reception/Foundation Stage 2 (Infant & Primary)	2018/2019	01/09/2013 to 31/08/2014
Year 3 (Junior)	2018/2019	01/09/2010 to 31/08/2011
Year 7 (Secondary)	2018/2019	01/09/2006 to 31/08/2007

### 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.

## Section 2

### 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. Please note other authorities may have a different closing date to Rotherham therefore if you are including a school in another Authority on your application, we **strongly** advise you to check this with the relevant authority. You should then make sure you submit your application, via Rotherham, by the other authority's closing date not ours. Failure to do so may mean your application is deemed as a late application by that Authority and therefore given a lower priority.

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 voluntary aided schools, Academies, and Trust Schools in both Rotherham and those in any other Local Authority.
- 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. 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;
- Places will be allocated based on your residential address on **30 November 2017**. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g. utility/council tax bill);
- You can apply on-line at [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools) until **13 November 2017**, or you can apply using the Common Application Form until the **30 November 2017**;
- Other local authorities may have different closing date to Rotherham
- Parents to receive a single offer of a school place;
- All offers of a school place to be made by the home Authority;
- 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 named 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 on **1 March 2018**.

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.

### **Foljambe Primary Campus**

If your child currently attends Foljambe Primary Campus, they are already on the roll of Thrybergh Academy and Sports College and it will be assumed that you wish your child to continue into Year 7 of this school. If this is the case you do not need to take any further action.

If you do wish to apply for an alternative secondary school or academy please complete and submit a common application form naming your preferred school(s) by the closing date.

# Section 3

## 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 – 2018/19 is available upon request from the Admissions Team on 01709 823777.

You will only have to complete one Common Application Form or the on-line form in order to apply for a place at any three secondary schools including voluntary aided schools, Academies and Trust Schools within and/or outside of Rotherham. You should apply on-line by 13 November 2017 or complete and return the paper application form by 30 November 2017. A single offer of a school place for your child will be posted or emailed (if you applied on line) on 1 March 2018.

### 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 in Section 2 of the Common Application Form, taking care to ensure that they are ranked in your order of preference.

1 <sup>st</sup> preference school	School A
2 <sup>nd</sup> preference school	School B
3 <sup>rd</sup> preference school	School C

Please provide full details of your reasons for choosing each school in the appropriate boxes on your application. You may continue on a separate sheet.

- 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

Preferred Schools in rank order		The 8 Possible Outcomes							
		1	2	3	4	5	6	7	8
1 <sup>st</sup>	School A	P	N	N	P	P	P	N	N
2 <sup>nd</sup>	School B	P	P	N	P	N	N	P	N
3 <sup>rd</sup>	School C	P	P	P	N	P	N	N	N

### 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 preferred school could be offered. Each of the eight outcomes is explained below.

- Outcome 1** Your child is eligible for admission to all three schools. Your highest preferred 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 for 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 your two highest preferred schools. The highest preferred 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. Your highest preferred 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 preferred school which is School A. You will receive the single offer of a place at this school.
- Outcome 7** The highest preferred 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. A Rotherham Academy or 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 preferred school as named on your common application form so it does not matter whether or not your child is eligible for a school named as a lower preference. Any potential offer of a lower preference may then be given to another child as part of the allocation process.

### **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.

# Section 4

## 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

From September 2018 there will be 1 Community Secondary Schools, 13 Academies (including 1 Voluntary Catholic Academy), 1 Voluntary Aided Catholic High School and 1 Trust Schools 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 academies, and which are trust Schools.

<b>Community</b>	This is a state school administered and financed by the Local Authority. Admission into the school is the responsibility of the Authority.
<b>Voluntary Aided</b>	This is a school established by the Church authorities, but controlled by 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
<b>Trust School</b>	This 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 Local Authority who will make the offer of a place on behalf of the Governing Body.
<b>Academy</b>	An Academy is a publicly funded school, independent of Local Authority control, providing education to children of all abilities. Academy Trusts are established by Schools and may have 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. Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors / trustees responsible for the governance and strategic leadership of the school. Admission into the school is the responsibility of the school governing body and not the Local Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body during the normal admission round.

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](http://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](http://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 children, including the monitoring of progress for children
- arrangements for children with special educational needs
- arrangements for children 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 child who has difficulty with a particular subject?
- How are children with special educational needs catered for?
- Does the school make special provision for gifted and talented children?
- 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 children?
- 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 children have unlimited access to books and materials?
- Were there well-presented displays of children's work throughout the school?
- Were the children 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 will usually 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 Planning Team on 01709 254831.

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

**You are strongly advised to obtain this information direct from the School Planning Team and not from any other source.**

## 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 any of your preferred schools 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:

- if you live in the catchment area
- which criteria your child will be placed in for each school
- whether the school was oversubscribed in the previous year
- the number of places allocated in each admission criteria

Further information in relation to the previous year's allocations can be found later in this booklet.

## 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 or an Education, Health and Care Plan (EHC Plan), s/he will have an Annual Review of their special educational needs during the academic year 2017/18. This Annual review is particularly important as your child is in the final year of primary age education and it is important that plans are made for the year when they reach 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 or EHC Plan 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. This may result in a decision that your child's Statement/Plan can be ceased;
- iii) that your child's needs would be most appropriately met in a special school or unit, and not in a mainstream secondary school. Such a recommendation will only happen where a child has extensive special educational needs, and you would be fully involved in these discussions and recommendations.

You will be notified as soon as possible of the Authority's recommendation arising from the Annual Review, and of your right to appeal to an independent Tribunal if you wish to do so.

**You will still need to complete a Common Application Form for entry to Secondary School for 2018 even if your preference may be for a special school or unit.**

If you have any concerns about Special Educational Needs, Assessments, Statements or EHC Plans, you should discuss this with your child's school or you can contact the Education, Health and Care Assessment Team (EHCAT) on 01709 822660.

## **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 823777.

## **The Role of the Head Teacher/Principal in School Admissions**

Head Teachers/Principals 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**

Young people are required to continue in education or training until their 18th birthday. Raising of the participation age does not mean young people must stay in school; they will be 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



## **Sixth Form Provision**

The secondary schools, Academies and Trust Schools in the Authority which have sixth form provision for children aged 16-19 years are:

- Aston Academy
- Brinsworth Academy
- Dinnington High School
- Maltby Academy
- Rawmarsh Community School
- Swinton Academy
- Wales High School
- 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 children. Parents will be invited to sign a parental declaration, indicating that they understand and accept the contents of the agreement.

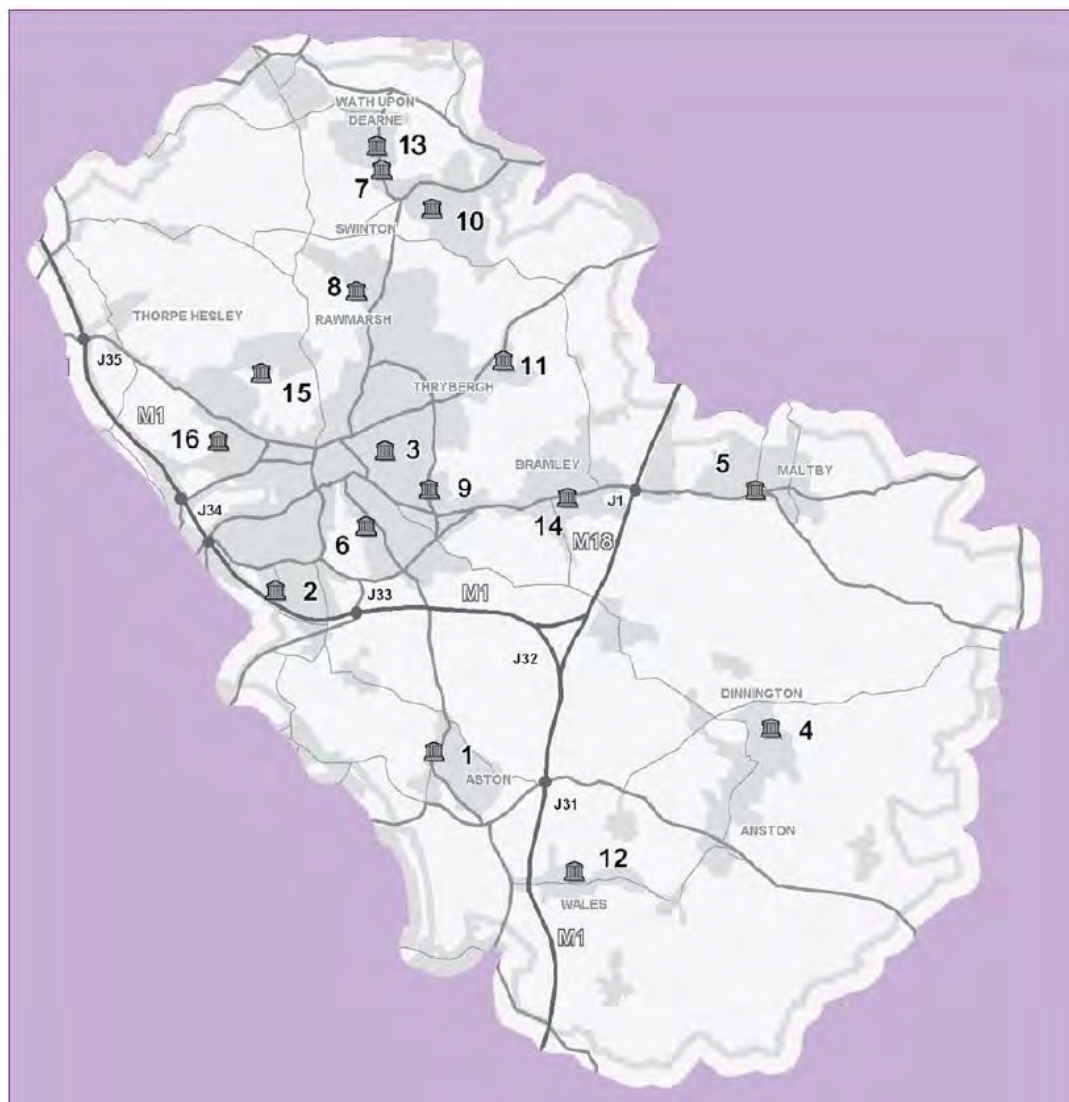
Children may be invited to sign the agreement if the governing body feels that they have a sufficient understanding of the home school agreement as it relates to him or her.

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.

## Location of Rotherham Secondary Schools



No	School Name	No	School Name
1	Aston Academy	9	St. Bernard's Catholic High School
2	Brinsworth Academy	10	Swinton Academy
3	Clifton: A Community Arts School	11	Thrybergh Academy & Sports College
4	Dinnington High School	12	Wales High School
5	Maltby Academy	13	Wath Comprehensive, A Language College
6	Oakwood High School	14	Wickersley School & Sports College
7	Saint Pius X Catholic High School	15	Wingfield Academy
8	Rawmarsh Community School	16	Winterhill School

## List of Schools in Rotherham

School, Age Range & Category School Contact Details	Admission Number (Only applies to Year 7)	Net Capacity Assessment	Projected Number on Roll 2018/19
<b>ASTON ACADEMY</b> 11-19 Academy  Aughton Road, Swallownest, Sheffield S26 4SF Tel: 0114 2872171 Email: <a href="mailto:info@aston.rotherham.sch.uk">info@aston.rotherham.sch.uk</a> Web: <a href="http://www.astonacademy.org">www.astonacademy.org</a>	300	1650	1780
<b>BRINSWORTH ACADEMY</b> 11-19 Academy  Brinsworth Rd, Brinsworth, Rotherham S60 5EJ Tel: 01709 828383 Email: <a href="mailto:administration@brinsworth.rotherham.sch.uk">administration@brinsworth.rotherham.sch.uk</a> Web: <a href="http://www.brinsworthacademy.org.uk">www.brinsworthacademy.org.uk</a>	255	1487	1410
<b>CLIFTON: A COMMUNITY ARTS SCHOOL</b> 11-16 Community  Middle Lane, Rotherham S65 2SN Tel: 01709 515005 Email: <a href="mailto:info@cliftonschoool.org">info@cliftonschoool.org</a> Web: <a href="http://www.cliftonschoool.org">www.cliftonschoool.org</a>	250	1250	785
<b>DINNINGTON HIGH SCHOOL</b> 11-19 Academy  Doe Quarry Lane, Dinnington, Sheffield S25 2NZ Tel: 01909 550066 Email: <a href="mailto:info@dcsch.co.uk">info@dcsch.co.uk</a> Web: <a href="http://www.dcsch.co.uk">www.dcsch.co.uk</a>	210	1444	1090
<b>MALTBY ACADEMY</b> 11-19 Academy  Braithwell Road, Maltby, Rotherham S66 8AB Tel: 01709 812864 Email: <a href="mailto:admin@maltbyacademy.org">admin@maltbyacademy.org</a> Web: <a href="http://www.maltbyacademy.com">www.maltbyacademy.com</a>	200	1250	1120
<b>OAKWOOD HIGH SCHOOL</b> 11-16 Academy  Moorgate Road, Rotherham S60 2UH Tel: 01709 512222 Email: <a href="mailto:info@oakwood.ac">info@oakwood.ac</a> Web: <a href="http://www.oakwood.ac">www.oakwood.ac</a>	210	1050	1045

<p><b>SAINT PIUS X CATHOLIC HIGH SCHOOL A SPECIALIST SCHOOL IN HUMANITIES</b> 11-16 Voluntary Aided</p> <p>Wath Wood Road, Wath upon Dearne, Rotherham S63 7PQ Tel: 01709 767900 Email: <a href="mailto:pope-pius-x.comprehensive@rotherham.gov.uk">pope-pius-x.comprehensive@rotherham.gov.uk</a> Web: <a href="http://www.saintpiusx.school">www.saintpiusx.school</a></p>	130	685	650
<p><b>RAWMARSH COMMUNITY SCHOOL</b> 11-19 Academy</p> <p>Monkwood Rd, Rawmarsh, Rotherham S62 7GA Tel: 01709 710672 Email: <a href="mailto:rcsmail@rawmarsh.org">rcsmail@rawmarsh.org</a> Web: <a href="http://www.rawmarsh.org">www.rawmarsh.org</a></p>	222	1075	975
<p><b>ST. BERNARD'S CATHOLIC HIGH SCHOOL</b> 11-16 Catholic Voluntary Academy</p> <p>Herringthorpe Valley Road, Rotherham S65 3BE Tel: 01709 828183 Email: <a href="mailto:st.bernards-catholic-high.school@rotherham.gov.uk">st.bernards-catholic-high.school@rotherham.gov.uk</a> Web: <a href="http://www.sbch.org.uk">www.sbch.org.uk</a></p>	140	700	710
<p><b>SWINTON COMMUNITY SCHOOL</b> 11-19 Academy</p> <p>East Avenue, Swinton, Mexborough S64 8JW Tel: 01709 570586</p> <p>Email: <a href="mailto:enquiries@swinton.rotherham.sch.uk">enquiries@swinton.rotherham.sch.uk</a> Web: <a href="http://www.swinton.rotherham.sch.uk">www.swinton.rotherham.sch.uk</a></p>	226	1320	920
<p><b>THRYBERGH ACADEMY &amp; SPORTS COLLEGE</b> 11-16 Academy</p> <p>Arran Hill, Park Lane, Thrybergh, Rotherham S65 4BJ Tel: 01709 850471 Email: <a href="mailto:contacts@thrybergh.com">contacts@thrybergh.com</a> Web: <a href="http://www.thrybergh.com">www.thrybergh.com</a></p>	140	704	515
<p><b>WALES HIGH SCHOOL</b> 11-19 Academy</p> <p>Storth Lane, Kiveton Park, Sheffield S26 5QQ Tel: 01909 771291 Email: <a href="mailto:info@waleshigh.com">info@waleshigh.com</a> Web: <a href="http://www.waleshigh.com">www.waleshigh.com</a></p>	310	1736	1700

<p><b>WATH COMPREHENSIVE SCHOOL A LANGUAGE COLLEGE</b> 11-19 Co-operative Trust</p> <p>Sandygate, Wath upon Dearne, Rotherham S63 7NW Tel: 01709 760222 Email: <a href="mailto:enquiries@wcs.rotherham.sch.uk">enquiries@wcs.rotherham.sch.uk</a> Web: <a href="http://www.wcs.rotherham.sch.uk">www.wcs.rotherham.sch.uk</a></p>	320	1950	1875
<p><b>WICKERSLEY SCHOOL AND SPORTS COLLEGE</b> 11-19 Academy</p> <p>Bawtry Road, Wickersley, Rotherham S66 1JL Tel: 01709 542147 Email: <a href="mailto:contactus@wickersley.net">contactus@wickersley.net</a> Web: <a href="http://www.wickersley.net">www.wickersley.net</a></p>	340	2403	2150
<p><b>WINGFIELD ACADEMY A BUSINESS AND ENTERPRISE COLLEGE</b> 11-16 Academy</p> <p>Wingfield Road, Rotherham S61 4AU Tel: 01709 513002 Email: <a href="mailto:office@wingfields.org">office@wingfields.org</a> Web: <a href="http://www.wingfield.rotherham.sch.uk">www.wingfield.rotherham.sch.uk</a></p>	170	845	730
<p><b>WINTERHILL SCHOOL</b> 11-16 Academy</p> <p>High Street, Kimberworth, Rotherham S61 2BD Tel: 01709 740232 Email: <a href="mailto:admin@winterhill.org.uk">admin@winterhill.org.uk</a> Web: <a href="http://www.winterhill.org.uk">www.winterhill.org.uk</a></p>	270	1300	1220

## **Further information on the 2017/18 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 2017/18. Please refer to the Admissions Criteria in Section 5 for an explanation of the categories.

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 Academy***

In 2017, 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 480.

### ***Brinsworth Academy***

In 2017, at the time of allocation, all children who required a place at this school were approved. The admission number for the academic year 2017/18 was agreed at 255, however the Academy Trustees decided to offer 266 places. The total number of applications which named this school as either 1st, 2nd or 3rd choice was 321.

### ***Clifton: A Community Arts School***

In 2017, 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 169.

### ***Dinnington High School***

In 2017, 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 260.

### ***Maltby Academy***

In 2017, at the time of allocation all children who required a place at this school were approved. The admission number for the academic year 2017/18 was agreed at 200; however the Academy Trustees decided to increase this to 210 places. The total number of applications which named this school as either 1st, 2nd or 3rd choice was 221.

### ***Oakwood High School***

This school was oversubscribed in 2017. After preferences were agreed for categories (i) – (vii) there were 18 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 372. Of those who were not offered places 41 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***

This school was oversubscribed in 2017. After preferences were agreed for children who had been placed in category 6a the remaining places were allocated from category 6b until the school was full. The total number of children who named this school as either 1st, 2nd or 3rd choice was 288. Of those who were not offered places 17 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.

### ***Rawmarsh Community School***

In 2017, 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 236.

### ***St. Bernard's Catholic High School***

This school was oversubscribed in 2017. After preferences were agreed for the majority of children who had been placed in category 10 the school was full. The total number of children who named this school as either 1st, 2nd or 3rd choice was 303. Of those who were not offered places 55 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.

### ***Swinton Academy***

In 2017, 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 253.

### ***Thrybergh Academy & Sports College***

In 2017, 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 142.

### ***Wales High School***

In 2017, 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 446. The admission number for the academic year 2017/18 was agreed at 256. However the Academy Trustees decided to offer 310 places.

### ***Wath Comprehensive, A Language College***

This school was oversubscribed in 2017. After preferences were agreed for categories (i) – (vii) there were 6 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 659. 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 2017. After preferences were agreed for categories (i) – (vii) there was 2 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 735. Of those who were not offered places 112 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 Academy, A Business and Enterprise College***

In 2017, 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 172.

### ***Winterhill School***

In 2017, 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.

# Section 5

## THE ADMISSION CRITERIA – IS YOUR CHILD ELIGIBLE FOR A SCHOOL PLACE?

This section contains information on:

- admission criteria for Rotherham Community Schools, Academies and Trust Schools.
- information relating to St. Bernard's Catholic High School 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 published admission number. The admission number is the number of children 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](#).

### Rotherham Schools

#### Applying the Admission Criteria for Rotherham Community Schools, Academies and Trust Schools.

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

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, Academies and Trust Schools 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 30 November 2017, live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).**

Distance measurements, are calculated (by the Admissions Team) using a Geographical Information System 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 school site 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) children 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 by a representative of Legal and Democratic Services.

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.

Children with a Statement of Special Educational Needs or an Education Health and Care Plan that names a school in the final Statement/Plan must 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 or an Education Health and Care Plan. Applications for children who have special educational needs but no statement or plan 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 Schools 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 Trust Schools**

Please note that where 'Authority' is stated this refers to Rotherham Authority for Community Secondary Schools and to the Governing Bodies/Board of Trustees of the Academies and Trust Schools 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 2017, 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 on their on-line application or the Common Application Form.
- iii) Children who, on 30 November 2017 have a compelling social reason which the Authority is satisfied makes attendance at that particular school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they include full supporting information on their on-line application or the Common Application Form. Please note: Very few cases are agreed annually on medical or social grounds
- iv) Children who, on 30 November 2017, live in the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 at the start of the academic year 2018 (see notes (b), (c) and (d) below)
- v) Children who, on 30 November 2017, live in the catchment area of the school as defined by the Authority (see note (b) below)
- vi) Children who, on 30 November 2017, it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 at the start of the academic year 2018. (see notes (c) and (d) below)
- vii) Children who, on 30 November 2017, 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 2017, 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](http://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 **30 November 2017**.

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.

Where there is a dispute between parents over which school is the preferred school for their child, parents are advised that this should be resolved by both parties either amicably or, if this is not possible, parents should seek legal advice and the matter may need to be resolved by the Family Court.

Places will be allocated based on your residential address on **30 November 2017**. 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:- (you may be asked to provide proof e.g. Birth Certificate and proof of residence)
- 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
  - foster brother/sister resident at the same address

- 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 2017**.

An older child currently in Y13 on **30 November 2017** 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 their on-line application or 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 from 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. The schools listed below do not include Catholic Primary Schools in Rotherham.:

### **Associated Primary Schools for Rotherham Secondary Schools**

<b>Aston</b>	Aston All Saints, Aston Fence, Aston Hall, Aston Lodge, Aston Springwood, Aughton, Swallownest, Treeton.
<b>Brinsworth</b>	Brinsworth Howarth, Brinsworth Manor, Brinsworth Whitehill, Catcliffe, Whiston, Whiston Worrygoose.
<b>Clifton</b>	Badsley Moor, Coleridge, East Dene, Eastwood Village, Herringthorpe, St Ann's.
<b>Dinnington</b>	Anston Brook, Anston Greenlands, Anston Park, Dinnington, Laughton, Laughton All Saints, Woodsetts.
<b>Maltby</b>	Maltby Craggs, Maltby Lilly Hall, Maltby Manor, Maltby Redwood, Ravenfield.
<b>Oakwood</b>	Broom Valley, Canklow Woods, Sitwell.
<b>Rawmarsh</b>	Rawmarsh Ashwood, Monkwood, Rawmarsh Rosehill, Sandhill, Rawmarsh Thorogate
<b>Swinton</b>	St Thomas (Kilnhurst), Kilnhurst, Brookfield, Swinton Fitzwilliam, Swinton Queen.
<b>Thrybergh</b>	Foljambe Primary Campus, High Greave, Thrybergh, Thrybergh Fullerton, Trinity Croft .
<b>Wales</b>	Anston Hillcrest, Harthill, Kiveton Park Meadows, Thurcroft, Todwick, Wales.
<b>Wath</b>	Brampton the Ellis, Wath CE, Wath Central, Wath Victoria, Wentworth, West Melton.
<b>Wickersley</b>	Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale, Wickersley St Albans, Wickersley Northfield.
<b>Wingfield</b>	Greasbrough, Redscope, Rockingham, Roughwood
<b>Winterhill</b>	Blackburn, Ferham, Kimberworth, Meadowview, Thornhill, Thorpe Hesley.

# **SPECIFIC ADMISSION ARRANGEMENTS FOR ST. BERNARD'S CATHOLIC HIGH SCHOOL A VOLUNTARY AIDED ACADEMY & SAINT PIUS X CATHOLIC HIGH SCHOOL A SPECIALIST SCHOOL IN HUMANITIES**

The following pages of the section are for parents who intend to apply for a place(s) at St. Bernard's Catholic High School, 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 another Authority you should contact the school and the Authority 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 2018/2019**

#### **Introduction:**

Saint Pius X Catholic High School is a Church aided school in the Diocese of Hallam and is maintained by Rotherham Local Authority. 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; the requirements of the Trust Deed and the school's Instrument of Government; 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 2018/2019 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 Local Authority and who have expressed a preference for Saint Pius X 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 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. Details of the co-ordinated scheme can be obtained from the Authority.

#### **Summary of documents required:**

- a) **On-line Application or Common Application Form**  
This should be completed and returned to your local authority by 30 November 2017
- b) **Additional Information Form**  
This can be obtained from local Catholic Schools, on-line at [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools) or from the local authority. 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 and return the form may affect the admission category your child is placed in. It should be completed and sent direct to Saint Pius X Catholic High School by **30 November 2017**.

- c) **Copy of your child's baptism certificate if they are a baptised Roman Catholic.** These can be obtained from the church of baptism and should be sent direct to Saint Pius X Catholic High School by **30 November 2017**.
- 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 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. This should be sent to Saint Pius X Catholic High School by 30 November 2017.
- 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 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. This should be sent to Saint Pius X Catholic High School by 30 November 2017.
- f) **Written reference from your Minister** if your child is:-  
 a) a member of Orthodox Churches as recognised by the Catholic Church  
 b) 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 completed and returned to Saint Pius X Catholic High School by 30 November 2017.
- 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 completed and returned to Saint Pius X Catholic High School by 30 November 2017.

### Parental preference

The Local Education Authority on-line form or common application form provides the opportunity for parents/carers to express up to three choices of school 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 on-line or common application form and additional information form. Telephone 01709 767900**

### Date of admission to Saint Pius X Catholic High School for 2018/2019

The Governing Body, as the admissions 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 2018. 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 admissions authority for this school, will give top priority to looked after children regardless of their faith. The Governing Body will also give top priority to previously looked after children.

Children with a Statement of Special Educational Needs or Education Health and Care Plan are required to be admitted to the school that is named in the Statement/Plan

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 the local authority's admission booklet). In circumstances where two or more children live the same distance from the school, the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

## CATEGORIES:

### CATEGORY ONE

#### **Looked After Children or previously Looked After Children.**

Definition: a child who is:

- a) in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to school is made, and who the local authority has confirmed will still be looked after at the time he/she is admitted to the school.
- b) previously Looked After Child is a child who immediately after being looked after, became subject to an adoption, residence or special guardianship order.

### CATEGORY TWO

- a) **Baptised Catholic**  
children who are in Year 6 of our Learning Community of Schools: Sacred Heart Catholic Primary Goldthorpe; St Michael & All Angel's Catholic Primary Wombwell; Our Lady and Saint Joseph Catholic Primary Wath-upon-Deerne; St Alban's Catholic Primary Denaby; St Joseph Catholic Primary Rawmarsh; St Helen's Catholic Primary Hoyland
- b) **Baptised Catholic** children who are in Year 6 of other schools

**Documents Required:** On-line or 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 at the time of admission.**

Definition: a sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

- a) Siblings who are in Year 6 of our Learning Community of Schools: Sacred Heart Catholic Primary Goldthorpe; St Michael & All Angel's Catholic Primary Wombwell; Our Lady and Saint Joseph Catholic Primary Wath-upon-Deerne; St Alban's Catholic Primary Denaby; St Joseph Catholic Primary Rawmarsh; St Helen's Catholic Primary Hoyland
- b) Siblings who are in Year 6 of other schools

**Documents Required** On-line or Common Application Form  
Additional Information Form



## CATEGORY FOUR

Children who are a) members of Orthodox Churches as recognised by the Catholic Church b) worshipping members of other Christian Churches who are full members of Churches Together in England ([www.churches-together.net](http://www.churches-together.net)) whose parents have sought the written support of their minister

- a) Children who are in Year 6 of our Learning Community of Schools: Sacred Heart Catholic Primary Goldthorpe; St Michael & All Angel's Catholic Primary Wombwell; Our Lady and Saint Joseph Catholic Primary Wath-upon-Deerne; St Alban's Catholic Primary Denaby; St Joseph Catholic Primary Rawmarsh; St Helen's Catholic Primary Hoyland
- b) Children who are in Year 6 of other schools

**Documents Required:** On-line or Common Application Form  
Additional Information Form  
Letter of support for the application from the Relevant Minister of Religion

## CATEGORY FIVE

Children who are worshipping members of other World Faiths who are supported by a religious or educational testimonial that demonstrates this commitment

- a) Children who are in Year 6 of our Learning Community of Schools: Sacred Heart Catholic Primary Goldthorpe; St Michael & All Angel's Catholic Primary Wombwell; Our Lady and Saint Joseph Catholic Primary Wath-upon-Deerne; St Alban's Catholic Primary Denaby; St Joseph Catholic Primary Rawmarsh; St Helen's Catholic Primary Hoyland
- b) Children who are in Year 6 of other schools

**Documents Required:** On-line or Common Application Form  
Additional Information Form  
Letter of support for the application

## CATEGORY SIX

Other children

- a) Children who are in Year 6 of our Learning Community of Schools: Sacred Heart Catholic Primary Goldthorpe; St Michael & All Angel's Catholic Primary Wombwell; Our Lady and Saint Joseph Catholic Primary Wath-upon-Deerne; St Alban's Catholic Primary Denaby; St Joseph Catholic Primary Rawmarsh; St Helen's Catholic Primary Hoyland
- b) Children who are in Year 6 of other schools

**Documents Required:** On-line or Common application form  
Additional information form

### 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- i.e. all those received by 30 November 2017 will be treated as being on time and will be included in the allocation of places on 1 March 2018.

### **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 Authority 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 Authority scheme

### **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 DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants.
- 2 Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

The Appeal Clerk, Legal and Democratic Services, Town Hall,  
The Crofts, Moorgate Street, Rotherham, S60 2TH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.



## **Timetable:**

Please completed your on-line or application form and return to your local authority by 30 November 2017. Please return you additional information form and any other documents you wish to be considered to Saint Pius X Catholic High School by 30 November 2017.

Offer day from the local authority is 1 March 2018

Thank you for considering Saint Pius X Catholic High School 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, Wath Wood Road, Wath-upon-Dearne, Rotherham S63 7PQ.

## **ST. BERNARD'S CATHOLIC HIGH SCHOOL**

### **ADMISSION POLICY 2018/2019**

#### **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, 2018/2019 is 140.**

St Bernard's is a Catholic Voluntary Academy for students between the ages of 11 to 16 years. As a Catholic Voluntary Academy the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, the requirements of the Trust Deed and the school's Articles of Association and Funding Agreement; by advice from the Diocesan Trustees and its duty to the Catholic community and the common good. This policy should be read in conjunction with Annex B of the Articles of Association (Appendix 1 attached).

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 On-line or Common Application Form. Parents/carers should also complete the Diocese of Hallam Additional Information Form. Failure to complete and return the form may affect the admission category your child is placed in. It should be completed and sent to St Bernard's Catholic High School by 30 November 2017.

### **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 or an Education Health and Care Plan 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) and previously Looked After Children see footnote 5
- 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 (see footnote 2)

**Documentation Required:** On-line or 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

Children Looked After or previously Looked After Children (footnote 5) who are not baptised Catholics.

**Documentation Required:** On-line or 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:** On-line or Common Application Form  
Additional Information Form

## CATEGORY FOUR

Children from other Christian Churches as recognised by Churches Together in England (footnote 4) 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:** On-line or 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:** On-line or Common Application Form  
Additional Information Form

## CATEGORY SIX

Children from other Christian Churches as recognised by Churches Together in England (footnote 4) 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:** On-line or Common Application Form  
Additional Information Form  
Letter from Minister

## CATEGORY SEVEN

Children from other Christian Churches as recognised by Churches Together in England (footnote 4) 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:** On-line or 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.

**Documentation Required:** On-line or Common Application Form  
Additional Information Form  
Copy of child's baptismal certificate  
Letter from Parish Priest for Catechumens

## CATEGORY NINE

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why St Bernard's school is the most appropriate setting.

**Documentation Required:** On-line or Common Application Form  
Additional Information Form  
Written evidence from appropriate professional

## 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:** On-line or Common Application Form  
Additional Information Form  
Letter from eg Elder, Minister

## CATEGORY ELEVEN

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

**Documentation Required:** On-line or 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 used to calculate distance please refer to the Authority's Admission to Secondary School booklet). In circumstances where two or more children live the same distance from the school, the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

## **FOOTNOTES:**

### **Footnote 1**

This number has been agreed with Rotherham LA.

### **Footnote 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).

### **Footnote 3 - Definition of Sibling**

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

### **Footnote 4 - Churches Together in England**

For further details please visit [www.cte.org.uk](http://www.cte.org.uk). Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

### **Footnote 5 - Definition of 'Looked After Children'**

Looked After Children is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (Sect 22(1) of the

Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

### **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**

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 Rotherham Authority's co-ordinated scheme' will be established on the offer day up to 31st December 2018.
- 4 The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

Following the closing date 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 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 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 DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
- 2 Parents who intend to make an appeal against the Governing Body’s decision to refuse admission must submit a notice of appeal within 21 school days of receiving the refusal letter to:

The Appeal Clerk, Legal and Democratic Services, Town Hall, The Crofts, Moorgate Street, Rotherham, S60 2TH  
 Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.



## TIMETABLE

### Documentation Required

- 1 The On-line or Common Application Form and the Additional Information Form, as well as any additional documentation required.
- 2 The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
- 3 Failure to complete and return the Additional Information form may affect the admission category your application is placed in.
- 4 A copy of the child's baptism certificate if the applicant is Catholic or other proof of baptism.
- 5 Ministers Reference if the child is a member of another Christian Church or other World Faith.
- 6 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 11 October 2016.  
Approved at the Full Governing Body on 24 November 2016.

### Annex B (Appendix 1)

## REQUIREMENTS FOR THE ADMISSION OF PUPILS TO ST BERNARD'S CATHOLIC HIGH SCHOOL, A CATHOLIC VOLUNTARY ACADEMY

### GENERAL

1. This Annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to "admission authorities" shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex, the Academy Trust will take part in any mandatory Admissions Forum set up by the local authority ("LA") in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
4. Notwithstanding any provision in this Annex, the Secretary of State may:
  - a) direct the Academy Trust to admit a named pupil to the Academy on application from an LA. This will include complying with a School Attendance Order<sup>1</sup>. Before doing so the Secretary of State will consult the Academy Trust.
  - (b) direct the Academy Trust to admit a named pupil to the Academy if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
  - (c) direct the Academy Trust to amend its admission arrangements where they fail to comply with the School Admissions Code or the Admission Appeals Code.



5. The Academy Trust shall ensure that parents and ‘relevant children<sup>2</sup>’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

### **Relevant Area**

6. Subject to paragraph 7, the meaning of “Relevant Area” for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.
7. If the Academy does not consider the relevant area determined by the local authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for the Academy, setting out the reasons for this view. The Secretary of State will consult the Academy and the LA in which the Academy is situated in reaching a decision.

### **Requirement to admit pupils**

8. The Academy will:
  - (a) subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Academy;
  - (b) adopt admission oversubscription criteria that give highest priority to looked after children, in accordance with the relevant provisions of the School Admissions Code.

### **Oversubscription criteria, admission number, consultation, determination and objections**

9. The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group<sup>3</sup>. The Academy will consult on its admission arrangements and determine them in line with the requirements within the School Admissions Code.
10. The Academy Trust should make it clear, when determining the Academy’s admission arrangements, that objections should be submitted to the Schools Adjudicator (OSA).
11. A determination of an objection by the OSA on behalf of the Secretary of State, or by the Secretary of State will be binding upon the Academy.

<sup>1</sup> *Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.*

<sup>2</sup> *relevant children’ means: (a) in the case of appeals for entry to a sixth form, the child, and; (b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.*

<sup>3</sup> *‘Relevant age group’ means ‘normal point of admission to the school: for example, year R, Year 7 and Year 12.*

# Section 6

## 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 apply on-line or complete the Common Application Form you are strongly advised to read this entire 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** apply on-line or complete the Rotherham Common Application Form.

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. Please also be aware that their closing date may also differ from Rotherham's and you are therefore strongly advised to ensure that you have submitted your application to Rotherham before the other Authority's closing date otherwise it may be deemed as a late application for your preferred school. The addresses of neighbouring authorities and their telephone numbers are provided in Section 11.

### Key points on applying on-line or completing the Common Application Form

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

- A Community School in Rotherham
- A Catholic High School or Academy in Rotherham
- An Academy in Rotherham
- A 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 and you may also miss out on the opportunity of a place at a school which you could have requested as a second or third preference.
- 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/schools](http://www.rotherham.gov.uk/schools).

**Advantages of applying on-line** - If you apply on-line you will receive an email notification straight away that your application has been submitted and you can also request that you receive your decision by email on the Offer Day of 1st March 2018. If you change any information in your on-line application after you have submitted it please remember to re-submit your application.

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 paper Common Application Form.

If you have any questions when completing your form, please click on the link for [admissions.enquiries@rotherham.gov.uk](mailto: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 On-line

- Carefully read the information contained within this booklet.
- Check you have completed all sections on the on-line 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 direct to the church school you are applying for.
- If you need to send any additional documentation for a Community or Controlled school or academy (eg; proof of address or medical information) in support of your application you can post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk). Failure to return this information may affect the admission category your child is placed in.
- You must complete your on-line application by 13 November 2017, after this date you must apply on the Common Application Form.

## COMMON APPLICATION FORMS

If you are unable to apply on-line or would simply prefer to complete a Common Application Form please contact the Admissions Team on 01709 823777 and one will be sent out to you.

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

- Carefully read the information contained within this booklet.
- Check you have completed all sections on the Common Application Form.
- Return your completed form to the Admissions Team attaching any supporting documentation (eg; proof of address or medical information) to the Admissions Team
- If you are applying for a Church Aided School for your child you should complete the Additional Information Form. Any additional information requested in support of your application should be returned direct to the church school you are applying for. Failure to return this information may affect the admission category your child is placed in.
- You should complete and return the Common Application Form by 30 November 2017.

## 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 30 November 2017**

- 1 If you have completed an on-line application you can make changes up to 13 November 2017 (please remember to re-submit your application after making any changes).

After 13 November all changes must be made using a Common Application Form which can be obtained by telephoning (01709) 823777.

- 2 Complete your new Common Application Form and return it to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham, S60 1AE before 30 November 2017.
- 3 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 or re-submitting an on-line application a parent is notifying the Authority to disregard the original on-line/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 30 November 2017. 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 30 November 2017**

If you change your preference after 30 November 2017, this will be dealt with as a late application **after** 1 March 2018. Your original application form will still be considered and a letter will be issued, based on this application, on 1 March 2018. 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, please contact the Admissions Team on (01709) 823777.

You should be aware that, if it is possible to offer a place at your new (late) preference, the offer of a school place made to you on 1 March 2018 will be withdrawn and may be re-allocated to another child.

### **If you change your mind after the offer day of 1 March 2018**

You are advised to contact the Admissions Team on (01709) 823777.

### **Parents resident outside Rotherham but applying 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.
- Your Local Authority will liaise with Rotherham with regard to the availability of a place at your preferred school(s).
- On 1 March 2018 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**

The Admissions Team will investigate all instances where a parent is thought to have used a false address in order to gain a place at a school for their child.

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.

In recent years a number of school places were withdrawn from children after it was proven that their parent(s)/carer(s) had supplied intentionally misleading or fraudulent information.

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.

### **REPEAT APPLICATIONS**

It should be noted that it is the Authority'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.

### **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 service areas within Rotherham Council (such as the Early Help Service) or with external 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 823777.

**Please note that completion and return/submitting of an online or Common Application Form does not guarantee a place in any of your preferred schools.**

# Section 7

## 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(s). 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 received by the closing date.

- If the number of applications is below the admission number for community secondary schools, the Academies and Trust Schools in Rotherham, 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 including a preference(s) for St. Bernard's Catholic High School, Saint Pius X Catholic High School A Specialist School in Humanities, Brinsworth Academy and Dinnington High School will have been forwarded to the Governing Body or Academy Trustees of each school as these are the admission authorities for their schools.
- 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. 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 outside of Rotherham Authority**

- If you have named a secondary school in another Authority your application will be forwarded to the relevant Admission Authority for consideration under their criteria for admission.
- The Admissions Officers in the other Admissions Authority will inform the Rotherham Admissions Team of the outcomes of all applications made by Rotherham residents for their school(s).

## **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 1 March 2018 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 your offer 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.

### **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 Trust Schools 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 of appeal to an independent appeals panel 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 30 November 2017 will be included in the allocation of places made on 1 March 2018.
- You will not be offered a school place for your child on 1 March 2018 if the Admissions Team has not received an application form from you by 30 November 2017.

- If you have made a late application after 30 November 2017 and up to and including 1 March 2018 you will receive a letter notifying you whether your child is eligible for a place at one of your preferred schools, after 1st April 2018.
- If you submit a late application after 1 March 2018 and up to and including 31st May 2018 you will be notified as soon as possible after 1st April 2018 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 Schools 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 2018 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 Schools may also be offered under this process if places are still available.

### **Schools not in Rotherham**

Common Application Forms which are received after 30 November 2017 and name a school in a different Authority will be 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 Admissions Officers 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**

- If you have not been offered a place at any school which you named as a higher preference on your common application form than the school you have been offered, then your child's name will automatically be placed on the waiting list for the school(s) concerned.
- 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 Trust Schools 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.



# Section 8

## WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

### Rotherham Schools

On the National Offer Day of 1 March 2018, 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**

Date application received by Admission Officers	Parent(s)/carer(s) notified of the decision	Date on which your child's name will be placed on the waiting list for your preferred school(s)
Applications received by <b>30 November 2017</b> . (All applications received after this date will be deemed as late applications.)	<b>1 March 2018</b> - decision letters/emails sent to parents advising them of the outcome of their application.	<b>1 March 2018</b> - 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 named as a higher preference on the application form than the school which has been offered.
Applications received from <b>1 December 2017</b> to <b>1 March 2018</b> inclusive.	<b>1 April 2018</b> - decision letters sent to parents advising them of the outcome of their application.	<b>1 April 2018</b> - 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 named as a higher preference on the application form than the school offered.
Applications received from <b>2 March 2018</b> to <b>2 April 2018</b> inclusive.	From <b>2 April 2018</b> - letters will be posted to parents advising them of the outcome of their application.	<b>2 April 2018</b> - waiting lists will be 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 named as a higher preference on the application form than the school offered.
Applications received from <b>2 April 2018</b> to <b>31st December 2018</b> inclusive.	Letters will be posted to parents following receipt of their application advising them of the outcome of their preference.	The names of children whose applications are received after <b>2 April 2018</b> , and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered, will be added to the waiting list as at the day the application form is received by the Admissions Officer.

All parents need to be aware that their child's name will not automatically be placed on the waiting list for a school which is named as a lower preference on their common application form than the school for which they have received an 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 named as a lower preference 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](mailto: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.

**TABLE B**

Preferred schools in rank order of the Common Application Form			
1 <sup>st</sup>	School A	<b>W</b>	Child is not automatically eligible for admission and therefore the child's name is automatically put on the waiting list because it is named as a higher preference than School B where the offer of a place has been made.
2 <sup>nd</sup>	School B	<b>P</b>	Preference can be met and offer is made
3 <sup>rd</sup>	School C		Child is not eligible for admission however the child's name is not automatically put on the waiting list because it is named as a lower preference than School B where the offer of a place has been made.

**TABLE C**

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.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 <sup>st</sup>	School A	P	W	W	P	P	P	W	W
2 <sup>nd</sup>	School B	P	P	W	P			P	W
3 <sup>rd</sup>	School C	P	P	P		P			W

KEY – Tables B and C above

- 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.
- 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 preference of school

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 named as a higher preference than the school where they were previously offered, the place at the school originally allocated

will be withdrawn. If you wish to keep the place at the school first offered you should advise an Admissions Officer **immediately** on receipt of the letter or email.

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 2018**.

### 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 independent appeals panel where it is determined that prejudice to efficient education would not occur.
- Waiting lists positions are subject to change. 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);
- 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.

# Section 9

## TRANSFERS DURING THE SCHOOL YEAR

The Local Authority will, in so far as is possible, co-ordinate all In Year Transfers for St. Bernard's Catholic High School, St Pius X Catholic High School A Specialist School in Humanities and the Academies and Trust Schools in Rotherham in 2018/19.

In Year applications are considered on a date received basis. Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be put on hold and considered as having been received on 1<sup>st</sup> May.

It should be noted that it is the Authority'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.

### 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 or Academy. In such a case you may express a preference(s) for a transfer of schools. You should complete a Common Application Form (Transfers) from the Admissions Team or from our website [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools) to request a transfer of school, which should be returned to the Admissions Team.

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

Parents of children who are not resident in Rotherham but who wish to apply for a Rotherham Secondary school should in the first instance contact their local authority for advice on how to submit an application. Your home authority may prefer to you to apply via their Admissions Team who will then liaise with Rotherham, alternatively they may advise you to apply direct to Rotherham. If so please contact Rotherham Admissions Team for a copy of the Common Application Form (Transfers).

### Consideration of your preference(s)

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 in the family.

Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups particularly year 10 and year 11.

The Admissions Team will endeavour to process all in-year transfer applications as quickly as possible however, parents should be aware that schools are permitted up to 15 school days, from the date of receipt of the application from the Admissions Team, to consider an application and it is not possible to process any applications during school holidays.

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 Rotherham community or controlled primary school, academy or trust school is made on behalf of a child in Public Care or previously in Public Care, the preference will be processed in accordance with the School Admissions Code.

Admission should 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**

Following an admission meeting and agreed start date, attendance should be recorded from this agreed date and guidance from the LA's Education Welfare Service must be followed thereafter.

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 the child will continue to attend his/her current school unless the following exceptions apply and admission should instead be at the earliest opportunity:

- where all parties agree that the transfer should take place earlier;
- children who are ill at the start of a term;
- children who change residence and for whom their current school would not be easily accessible;
- and children who are considered under the "Fair Access Protocol" will be admitted as quickly as possible

## **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. From day 6 of the Head Teacher's decision to permanently exclude the LA is required to make provision for the child's education to continue..

The LA's Education Other Than at School Team liaises with parent(s)/carer(s) to enable them to express preference(s) for alternative schools (see also Fair Access Protocol). The admission of a permanently excluded child may take place at a school which has already reached its admission limit for that child's particular year group.

Please note that the right of appeal, outlined below, does not apply in instances where a child has been permanently excluded from two schools. This applies to a twice excluded child for a period of two years beginning with the date the last exclusion took place.

## **Managed Moves**

A Managed Move offers a child the opportunity to move to a new school and have a fresh start. The transfer to the new school is carefully planned and the child is supported through the process.

A managed move may be considered when:

The child or young person:

- is at risk of permanent exclusion but might succeed in a new environment
- has social emotional and/or mental health difficulties or needs that have not improved as a result of the supportive strategies put in place by the current school
- finds that attendance at the current school is having a negative impact on his/her welfare.

Head Teachers are responsible for the organisation of the scheme with the support of the Authority, as necessary. In essence, the home school will liaise with another school to agree a trial placement for an agreed period (usually 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.

For further information please refer to the Local Offer: <http://www.rotherhamsendlocaloffer.org/>

## UTCs

### Information for parents/carers of all Year 8 and Year 9 children

The Local Authority is required by the Government's Department for Education to advise parents/carers of children currently in Year 8 or 9 of other opportunities for education that are available to them for admission to Year 9 or 10 starting in September 2018.

**Please note that this does not mean that you are required to move your child from their existing school if this remains the best option for them and, if this is the case, no further action is necessary.**

UTCs are Secondary Schools for young people usually aged from 14-19 and are sponsored by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical secondary school, including basics of English, Maths and Sciences as well as their specialist subject.

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school.

There are no UTCs in Rotherham, below is information about those closest to this area.

### Sheffield UTCs

There are two University Technical Colleges in Sheffield who admit children at a different age to a typical 11-16 (or 11-18) secondary school:-

- \* City Centre, specialising in Engineering & Advanced Manufacturing and Creative Digital Media
- \* Olympic Legacy Park specialising in Health Sciences, Sport Science and Computing.

From September 2018 both UTCs will accept applications for 13-19 year-old students therefore children can join in Year 9, Year 10 or Year 12. Their aim is to ensure young people achieve excellent GCSE or A level results along with high value technical qualifications delivered via employer and university contextualised challenges, that support high level technical and employability skills.

Details of the two UTCs in Sheffield are provided below along with the link to their website where you will also find information about the admission application process and the admission criteria.

If you decide that you would like to apply for a place at either of the Sheffield schools for your child you will need to complete an application form. Applications must be made directly to the relevant UTC (visit [www.utcsheffield.org.uk](http://www.utcsheffield.org.uk) for details).

- \* The closing date for September 2018 Year 9 and Year 10 applications is 31st October 2017
- \* The closing date for September 2018 Year 12 applications is 31st January 2018

If you require more information or would like to arrange a visit please contact the UTCs direct or please refer to their website - [www.utcsheffield.org.uk](http://www.utcsheffield.org.uk). Details of open evenings and showcase events at both Sheffield UTC's are also available on their website.

In addition to the two Sheffield UTCs you may wish to note that there are additional UTCs located in Derby and Scunthorpe. Although further away from Rotherham they may be accessible for parents of children living within some parts of the Borough. These UTCs have provided the following information for parents who may be interested in applying:-

### Derby Manufacturing UTC

Derby Manufacturing UTC has been set up in partnership with the University of Derby and Derby City Council along with key employer partners, including Rolls-Royce, Toyota, Bombardier and Lubrizol. These employers are investing in DMUTC to create their work-ready work forces, equipping the students of today with the skills needed to be employable in their industries when they leave education.

DMUTC will provide opportunities for students if they are interested in following a career in Engineering or other STEM subjects.

Students will undertake 'Technical Projects' - real-life projects set by employer partners, participate in sessions with industry experts; and attend workshops hosted by industry professionals.

If you are interested in hearing more, you should attend an Open Day for prospective students and their parents on Saturday 23rd September 2017, (times to be confirmed on the website) at Derby Manufacturing UTC, 3 Locomotive Way, Pride Park, Derby DE24 8PU.

This event will be a great chance to find out more about DMUTC, the curriculum and the opportunities available to students through the array of employer partners.

For further information please telephone 01332 477400 or email [office@derbymanufacturingutc.co.uk](mailto:office@derbymanufacturingutc.co.uk).

As places for September 2018 are limited, you are advised to apply early to avoid disappointment.

### Humber UTC

UTCs are set up by universities and businesses and specialise in one or two technical subjects, at Humber UTC this is digital technology and manufacturing engineering. Humber UTC is a new type of school where students work on real projects designed and delivered by top companies across the Humber region, including leading research carried out at the University of Hull. Built around core national curriculum requirements, students are encouraged to work independently on tasks that reflect challenges employers face on a day-to-day basis and are expected to display values such as professionalism, creativity and tenacity.

Humber UTC is supported by an impressive list of local, regional, national and multi-national companies and by educationalists with a track record of success: the University of Hull is the lead educational supporter of the Humber UTC. In addition to our progression pledges, we guarantee an interview with our employer partners for every learner as well as a conditional offer from the University of Hull for students that successfully complete their studies at Humber UTC

Students can apply to join Year 10 at Humber UTC in 2018. Application forms and details of their open days can be found on the website - [www.humberutc.co.uk](http://www.humberutc.co.uk).



## FAIR ACCESS PROTOCOL

The Department for Education 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.

There is no duty for admissions authorities to comply with parental preference when allocating places through the Fair Access Protocol.

### DfE School Admissions Code 2014:

**3.9:** Each Local Authority **must** have a Fair Access Protocol, agreed by the majority of Schools (includes Academies) in its area to ensure that – outside the normal admission round – **unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible**. In agreeing a protocol, the Local Authority **must** ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol **must** include how the Local Authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

### DfE School Admissions Code 2014:

**3.15:** The list of children to be included in a Fair Access Protocol is to be agreed with the majority of Schools in the area but **must**, as a minimum, include the following children of compulsory school age who have difficulty securing a school place:

- a) children from the criminal justice system or Pupil Referral Units / other alternative provision who need to be reintegrated in to mainstream education
- b) children who have been out of education for two months or more including where they have moved to another part of the Borough and attendance at their previous school is seriously impacted or is not reasonable or practical and where statutory admission and appeal processes are exhausted.
- c) children of Gypsies, Travellers, Refugees and Asylum Seekers
- d) children who are homeless
- e) children with unsupportive family backgrounds for whom a place has not been sought including where the Local Authority is of the opinion that a child is not receiving a suitable education where they are being Electively Home Educated and where statutory admission and appeal processes are exhausted.
- f) children who are carers
- g) children with special educational needs, disabilities or medical conditions (but without a statement or EHCP)
- h) children where statutory Admission and Appeal process has been exhausted and the child still does not have a placement (agreed at Rotherham FAP)



## **DfE Fair Access Protocols: Principles and Process guidance (November 2012):**

Schools (including Academies) should work together collaboratively, taking into account the needs of the child and those of the school. There is no duty to comply with parental preference when allocating places through the protocol but it is expected the wishes of the parents are taken in to account.

When seeking to place a child under the protocol, all schools should be treated in a fair, equitable and consistent manner.

Fair Access Protocols should not be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in year admission at any point and is entitled to an appeal when a place is not offered.

# Section 10

## 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 school named as a higher preference on your common application form 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.

**Please note:** If you intend to appeal for a place at a school named as a lower preference 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.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 <sup>st</sup>	School A	P	A	A	P	P	P	A	A
2 <sup>nd</sup>	School B	PA	P	A	PA	A	A	P	A
3 <sup>rd</sup>	School C	PA	PA	P	A	PA	A	A	A

- Key**
- P This was the highest named preference with a potential offer therefore the parent was offered a place at this school for their child.
  - 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 school named as a higher preference on your common application form. You have the right of appeal for a place at this school. However please check with the Admissions Team before submitting an appeal as a place may be available.

## 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 Appeals Clerk, Panel and process is independent of the Admission Authority.

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 Admission 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 Independent Appeals Panel established by the Authority's Legal and Democratic Services.
- 2 Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and following this 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.
5. If there are a large number of appeals for a particular school a Group Appeal Hearing may take place.

# Section 11

## USEFUL CONTACTS

ADMISSIONS TEAM	Children and Young People's Services, Riverside House, Main Street, Rotherham S60 1AE Tel: 01709 823777 Fax: 01709 371444 Email: admissions.enquiries@rotherham.gov.uk
APPEALS CLERK	Legal and Democratic Services, Town Hall, The Crofts, Moorgate Street, Rotherham S60 2TH Tel: 01709 822054 Email: debbie.pons@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	Director of Education, Diocese of Sheffield, Church House, 95/99 Effingham Street Rotherham S65 1BL Tel: 01709 309100 or 309123 Email: reception@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 or 773588 Email: sarahmccarthy@barnsley.gov.uk
Doncaster	Admissions and Pupil Services, Children and Young People's Services, Civic Office, Waterdale, Doncaster DN1 3BU Tel: 01302 737204 or 737234 Email: admissions@doncaster.gov.uk
Sheffield	Secondary Admissions, Level 5, North Wing, Moorfoot, Sheffield S1 4PL Tel: 0114 2735790 Email: ed-secondary.admissions@sheffield.gov.uk
Derbyshire	Derbyshire County Council, Admission and Transport Team Council House, Saltergate, Chesterfield, S40 1LF Tel: 01629 537479 Email: admissions.transport@derbyshire.gov.uk
Nottinghamshire	Nottinghamshire County Council, North Base, Meadow House, Littleworth, Mansfield, Nottinghamshire NG18 2TA Tel: 0300 500 8080 Email: admissions.ed@nottscc.gov.uk

# Section 12

## ADDITIONAL INFORMATION ABOUT SECONDARY EDUCATION

### Borough-wide School Attendance Team (previously 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

### Charges and the Remission of Charges

The prospectuses produced by individual schools contain a summary of the charging and remission policies of the school's governing body in relation to charging for school activities. Full details of the governing body's policies are available at the school concerned.

### 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 or from the school concerned.

Tel: 01709 823738

Email: [cyps-complaints@rotherham.gov.uk](mailto:cyps-complaints@rotherham.gov.uk)

### 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 enquires can be made directly to the service on: Tel: 01709 822580

### 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 334077

### Families Information Service

Free information and advice on local childcare provision.

Tel: 0800 073 0230

### Rotherham SEND Information Advice and Support Service (Formally 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](mailto:parentpartnership@rotherham.gov.uk)

## Public Examinations

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

Decisions on the particular examinations for which children 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 children 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.

## Free School Meals

For up-to-date information about claiming Free Schools Meals you can contact the Free Schools Meals Team in Riverside House, Main Street, Rotherham S60 1AE. Information and a claim form is on our website at [www.rotherham.gov.uk](http://www.rotherham.gov.uk)  
Tel: 01709 336065.

## 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 the Education, Health and Care Assessment Team - 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, Meningitis (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 immunity or Neurological condition they may be eligible for the seasonal flu vaccine – you should contact your Practice Nurse for advice.

# Section 13

## HOME TO SCHOOL TRANSPORT POLICY

This is a summary of some of the information in the Council's Home to School Transport Policy which can be accessed at

[http://www.rotherham.gov.uk/info/200086/schools\\_and\\_colleges/319/a\\_guide\\_to\\_school\\_transport](http://www.rotherham.gov.uk/info/200086/schools_and_colleges/319/a_guide_to_school_transport)

The policy explains the criteria used in establishing a learner's eligibility for free transport assistance for those living in the Rotherham Authority. You can make an enquiry to see if your child is eligible for free transport assistance by using the links on the above webpage.

You can find further details on the internet at <http://www.rotherhamsendlocaloffer.org/>

### 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" children to "qualifying schools".

Schedule 35B of the Act defines "eligible" children. The duty applies to Home to School travel arrangements at the start of the day and school to home travel arrangements at the end of the day. It does not relate to travel between educational institutions during the school day.

Parents/Carers are responsible for ensuring that their children attend school regularly. Section 444 of the 1996 Act outlines the situations in which a parent/carer may have a defence in law against a prosecution by a Local Authority for their child's non-attendance at school. Section 444(4) provides a parent/carer with a defence if he or she proves that the Local Authority has not fulfilled its statutory duty to provide this.

Further information regarding Home to School Transport and the statutory duties for Local Authorities was issued by the Department for Education in July 2014.

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

Key information submitted for assessments and reviews will be treated in a confidential manner and may be shared with a contracted transport operator.

If there is a change in individual circumstances, such as change of address or a child's medical needs, it is the responsibility of the parent/carer to inform the Passenger Services Team at [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk) [as this may affect their eligibility and/or provision.](#)

### Transport assistance and entitlement

#### Transport assistance may consist of these options:

- A zero fare bus pass which allows a pupil to free bus travel between the nearest bus stop to their home address and their registered school base.
- Refunded travelling expenses according to the cheapest available public transport route for those learners able to access public transport services.
- Mileage expenses in accordance with the Council's current rate, for pupils requiring special arrangements providing that the pupil is unable to access any existing Local Authority transport. Mileage expenses will only be paid for journeys during which the pupil is in the vehicle.

- Free or subsidised travel on a coach, minibus, taxi or 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.

## **Eligibility to free transport assistance – mainstream settings**

### **Pupils aged 8 to 16 years**

For pupils aged 8-16 (on 1st September) attending their nearest appropriate qualifying school\* or any alternative catchment school determined by the Local Authority, free transport assistance (usually 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.

### **Pupil attending denominational (faith) schools**

There is no statutory duty to provide free transport assistance to denominational schools except for eligible secondary aged pupils from low income families (see below).

### **Pupils not attending their nearest appropriate qualifying school\***

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 free transport assistance where the school attended is the nearest appropriate qualifying school\* , or any alternative catchment school 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\*, or alternative catchment school determined by the Local Authority, will not be provided with free transport assistance regardless of the distance involved unless low income criteria apply.

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

Please note that the ultimate responsibility for the safety and conduct of any pupil during the journey to or from school rests with parents/carers.

### **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 entitled to free school meals or from families in receipt of Maximum Working Tax Credit. Pupils from "low income" families meeting these criteria will receive free transport assistance (usually a zero fare bus pass) on condition that:

- i) Pupils aged 8 to 10 years attending their nearest appropriate qualifying school\*, or any alternative catchment school determined by the Local Authority, where the distance between home and school is more than 2 miles.
- ii) Pupils aged 11 to 16 years 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 years 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 walking route.



From 2 miles up to the 6 mile or the 15 mile upper limits – 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.*

### **Disabled Person's Pass**

A disabled person's pass may be available to some children and adults, who are Rotherham residents, following an assessment of qualification. This pass allows free travel on buses, trams and trains within South Yorkshire and some cross boundary services. Disabled children and young people, who are unable to travel alone, may also qualify for a pass that enables a caregiver to travel with them free of charge.

More details are available at:

[http://www.rotherham.gov.uk/info/200078/public\\_transport/189/apply\\_for\\_a\\_travel\\_pass/3](http://www.rotherham.gov.uk/info/200078/public_transport/189/apply_for_a_travel_pass/3)

and on the Travel South Yorkshire website at <http://www.travelsouthyorkshire.com/disabled/>

### **Appeals**

The decision regarding refusal of free home to school transport assistance is based upon information available to officers at the time of the decision. Parents/Carers have the right to appeal against the Council's decision not to provide free transport assistance if they feel that an error has been made in the assessment of entitlement, distance measurement, route safety, or there are exceptional or compelling circumstances that breach this Policy.

Parents/Carers will be provided with a notice of appeal form, which must be completed and returned within 20 working days of refusal. This should be accompanied by any other relevant evidence or medical reports that the parent intends to rely upon. An appeal will enter a Stage 1 Review by a senior officer and unless the appeal is upheld parent/carer then retains the right for this to progress to a Stage 2 Appeal by an independent panel. The full appeals process is outlined in the Home to School Transport Policy at:

[http://www.rotherham.gov.uk/info/200086/schools\\_and\\_colleges/319/a\\_guide\\_to\\_school\\_transport](http://www.rotherham.gov.uk/info/200086/schools_and_colleges/319/a_guide_to_school_transport)

### **Parents/Carers guidelines – mainstream transport assistance**

The majority of Rotherham pupils assessed as entitled to transport assistance are issued with a zero fare bus pass allowing them to travel free by public transport to and 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 Council.

A pupil's home address is considered to be the one that is e.g. in receipt of Child Benefit. Pupils in receipt of free transport assistance will have their eligibility re-assessed following a move of address or circumstances 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.

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 walking route.

Secondary aged pupils, not qualifying for free transport assistance through the Council need to obtain a concessionary fare pass issued by South Yorkshire Passenger Transport Executive (SYPTTE). The MegaTravel pass (Proof of Age) allows the holder to travel at the concessionary fare on buses, trams and trains in South Yorkshire. Further information is available from Travel South Yorkshire at [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com) or contact Traveline on 01709 515151.

Pupils attending a school in Rotherham, who live outside the Rotherham boundary, must apply to their home Local Authority for advice and guidance about transport.

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.

Guidance on “Promoting Positive Behaviour by Pupils on Public Transport in South Yorkshire” has been developed by Local Authority Education Transport Officers, South Yorkshire Passenger Transport Executive, South Yorkshire Police and Transport Operators and can be accessed at: <http://www.travelsouthyorkshire.com/behaviourcharter>

### **Pupils aged 5 to 16 years with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs or Disability (SEND)**

Pupils with an EHCP or SEND will have their individual transport needs assessed against set criteria taking into account their age, distance, mobility and the effect of their complex needs on their ability to travel. You can make an enquiry at:

[http://www.rotherham.gov.uk/info/200086/schools\\_and\\_colleges/319/a\\_guide\\_to\\_school\\_transport/4](http://www.rotherham.gov.uk/info/200086/schools_and_colleges/319/a_guide_to_school_transport/4)

Under the provisions of paragraph 3 of Schedule 27 to the Education Act 1996, parents/ carers may express a preference for a child with an EHCP or 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 EHCP or Statement of SEN (paragraph 9.214 of the SEND Code of Practice), on the express condition that parents/carers accept, and continue to accept, liability for arranging and funding home to school transport.

Further details can be found at <http://www.rotherhamsendlocaloffer.org/>

Pupils who are assessed as requiring transport on a coach, minibus or taxi will be collected from and returned to named points near their home address. If the pupil is collected from their home address please ensure they are supervised to board the vehicle at the agreed time.

Parents/Carers must ensure that a responsible adult meets the child when they are returned by the transport provider. If an emergency occurs which prevents this, the Passenger Services Team will need to be informed immediately.

Transport assistance may be reviewed by the Council on a term-by-term basis. Changes, for various reasons, may be necessary during the school term and you will be informed of these as soon as possible.

Pupils who have been assessed as requiring free transport assistance, other than a zero fare bus pass, may receive support for independence and travel training.

Some parents/carers may wish to use a family vehicle to transport their child to and from school. They may be entitled to claim a fuel allowance, e.g. where no contracted transport provision exists. This will only be paid on the journeys when the eligible child is travelling in the vehicle. Further details can be obtained from [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk)

In the event of any pupil exhibiting persistent, deliberate, disruptive or dangerous behaviours (including physical and verbal abuse), the Council may exclude them from using school transport or withdraw a zero fare bus fare. Additionally, the transport operator may refuse entry to their vehicle. Parents/Carers will then be expected to make their own arrangements to ensure their child attends school.