Admission to **Secondary School**
and other general information

School Year | September 2019 to July 2020

[www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)
Possible Changes After Publication
The information given in this booklet has been checked and at the time of writing (August 2018) is as accurate as can be. Unavoidable changes may however occur between this date and the date of admission to school in September 2019.

You can now apply online
Doncaster Council is now operating an online admissions service to enable parents to apply via the internet at www.doncaster.gov.uk/admissions

If you apply online you will be given your decision on offer day and will not have to wait for a decision in the post.

If you do not have Internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the Common Application Form (CAF) available from school or the School Admissions Team.

To access the service, follow the instructions on the web site.

Important!

If you apply on line do not send in a separate Common Application Form (CAF).

If you are applying for a voluntary aided school it is likely that you will need to complete and send in a separate additional information form available from school or the School Admissions Team. Further information is found on page 12.

You can apply online or make any changes to your application until 31 October 2018.

If you have any questions when completing your form please contact the Admissions Team by email at the following address: admissions@doncaster.gov.uk or telephone 01302 737204.

Remember to submit your application before the closing date.
Important!

Co-ordinated admission arrangements are now in place in Doncaster.

Co-ordination

Briefly, you can list up to three preferences on a Common Application Form (CAF) which you must submit to your home authority, i.e. the area in which you live.

Each admission authority (responsible for admission to the school) decides whether a child is eligible for a place at the school using their admission criteria.

The home authority then offers one place in accordance with its published scheme. In Doncaster, this is at the school which is ranked highest on the Common Application Form (CAF) at which the pupil is eligible for a place.

Residents of other areas should see Appendix 5 for more information.
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What you need to do – a summary

Year 7 Admissions – to start in September 2019

Pupils with dates of birth 1 September 2007 to 31 August 2008

• It is very important that you read the booklet!
• Apply online
  All parents are encouraged to apply online (see page 1 for more information)
• Paper applications
  You will need to download a copy of the form from the website or contact the Admissions Team for a copy
• Choose up to three schools and rank them in order on the Common Application Form (CAF) (include preferred schools outside Doncaster).
• Complete, sign and return the Common Application Form (CAF).
• If one of your choices is for a Roman Catholic school:
  Complete, sign and return the related additional form to the requested school and attach a certificate where necessary.
• If one of your choices is for a Church of England school:
  Complete, sign and return the related additional form to the requested school and attach a certificate where necessary.
• Send your form(s) back by 31 October 2018.
• A receipt will be given to you when you hand in your form.
• All forms are available from the School Admissions Team

Decisions will be posted and emails sent to online applicants on 1 March 2019.

Important!

• Doncaster Council will not be held responsible where a place was not offered as a result of an error made by you because you have failed to read this booklet.
• With co-ordinated admission arrangements, a headteacher or their representative can not offer a place in a school, places will be offered by the council on behalf of the relevant admission authority.
• Different arrangements will apply for in year transfers
Key Phrases

Additional Information Form
If you are applying for either a Church of England school or a Roman Catholic school they are likely to need additional information about you and your child. See Part 3.

By completing an additional information form, this will allow the aided school to consider your eligibility for a place at their school and put you in the correct category.

Common Application Form (CAF)
This is the application form for you to apply to your home authority for a school place.

You can list up to three schools and these can be in any authority.

Doncaster/The Council
Any references contained within the booklet to ‘Doncaster’ or ‘The Council’ means the area covered by Doncaster Council.

Eligible For a Place
This means that the admission authority has considered the application and either; the number of applications is below the admission number or it is oversubscribed but the pupil is in a higher criteria when compared to other pupils. It does not necessarily mean that the pupil will be offered a place – see offer of a place.

In Year Transfers
These are applications for a school place for year 7 after September and for admission to all other years.

Living or Ordinarily Resident
References contained within the booklet to where a child is ‘living’ or ‘ordinarily resident’ means where a child is habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. It is for parents to satisfy the admission authority of their circumstances relevant to the application.

LA
LA refers to a Local Authority responsible for the administration of co-ordinated admissions and the admission of pupils to community schools.

Offer of a Place
A pupil will be offered a single place which is the highest ranked place on the Common Application Form at which they are eligible for a place.

Parents
Where the word parent appears, it extends to any person having parental responsibility for a child in accordance with the terms of the Children Act 1989 – see Part 6.

Preferred Schools (Preference)
You may list up to three Doncaster schools which you would wish your child to attend on the Common Application Form.

Qualifying Scheme
All Local Authorities (LAs) will have a qualifying scheme for co-ordinating the arrangements for the admission of pupils.

Rank Order
The order in which you have to list up to three schools on the Common Application Form.
Part 1  Enquiries and Feedback

General Enquiries
The council is determined to provide the best service possible within available resources. The service will continue to improve more quickly if you, the customer, give us your views, and tell us what we are doing wrong and what we are doing right. We are keen to have your views, or suggestions, about:

- the kinds of services we provide
- decisions not to provide a service
- the way they are provided
- the levels of service

If you have a complaint, a copy of the council’s complaints procedure is available from the address below:

Doncaster Council
Civic Building
Waterdale
Doncaster
DN1 3BU

Telephone: 01302 736000
Email: general.enquiries@doncaster.gov.uk
Website: www.doncaster.gov.uk

Admission Enquiries
Doncaster Council’s School Admissions Team can provide further advice and guidance regarding the admission process. They can be contacted at the address given above either in person or in writing.

Telephone: 01302 737204
Email: admissions@doncaster.gov.uk

Contacting Schools
Further information about contacting schools and dates of open evenings can be found in Part 2.

Concerns about School
As parents, you should always try and resolve any problems or concerns about your child’s education with your child’s teacher or headteacher. However, if you are unable to resolve them by this means, you should refer the matter to the Chairman of the Schools Governing Body. Contact details are available from the school, which may also have their own complaints procedures.
Part 2 Information about Schools

Pyramids and Catchment Areas
In Doncaster, schools are arranged into ‘pyramids’ based upon a number of primary schools linked with a secondary school. The area which a school serves, is referred to as a ‘catchment area’. Each address in Doncaster has a catchment area school and most parents apply for their children to attend their local school.

- A map of Doncaster can be found in Appendix 1
- A list of the pyramids and Link Schools can be found in Appendix 2.
- A list of schools can be found in Appendix 3
- Information on catchment areas is available at www.doncaster.gov.uk/admissions or from the Schools Admission Team

In Doncaster there are:

- 19 Secondary Schools

There are three types of admission authorities who set and deal with their own policies, in accordance with the guidance in the Admissions Code.

Academies and Free School
The Governing Body sets and applies the admission criteria. Alternatively they may ask the Council to apply their set criteria on their behalf.

Voluntary Aided School
The governing bodies set and apply the admission criteria.

No school mentioned in this booklet admits children on the basis of selection by ability or aptitude. Each is a day school and admits both girls and boys. There are no arrangements for admitting children to non-maintained or private schools other than children with an Education, Health and Care Plan.

Schools outside Doncaster
To apply for schools outside of Doncaster contact the home authority. Details of our neighbouring local authorities can be found in Appendix 5.
**Admission Numbers**
Each admission authority has to consult on and publish annually the total number of children to be admitted to the relevant age group in each school. The relevant age group is ‘an age group in which pupils are, or will normally be admitted to the school in question’. In the case of admission to secondary schools, this is year 7.

The admission number for each year group is set with regard to the capacity assessment for the school, taking into account the nature and type of the school buildings provides for an acceptable amount of space for each pupil. Therefore as a result, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the council consults with the Governing Body of the school before the admission number is set.

The admission number for September 2019 for each school is given in Appendix 3.

**Contacting Schools**
Specific enquiries regarding each school should be made to the school concerned. You may wish to visit schools before making your final choice. Their telephone numbers and addresses are in Appendix 3.

Feedback from parents has shown that you require more detailed information about schools. This is available from the school or you may also wish to visit the schools website for information on a range of topics including uniforms, policies, session times, and National Curriculum Assessment results.

You may be invited to attend a meeting at your child’s linked secondary school. However, with co-ordinated admissions, your child will only be able to attend that school if they have been allocated a place in writing by the council.

**Secondary School Performance Tables**
Copies of the tables covering this area are available from the following website: www.education.gov.uk/performancetables
<table>
<thead>
<tr>
<th>School</th>
<th>Open Evening Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armthorpe Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Ash Hill Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td><strong>Astrea Academy Woodfields</strong></td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Campsmount Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>De Warenne Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Don Valley Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Hall Cross Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Hayfield School</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Hungerhill School</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Mexborough Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Outwood Academy, Adwick</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Outwood Academy, Danum</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Ridgewood School</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Rossington All Saints Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Sir Thomas Wharton Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>The McAuley Catholic High School – A Catholic Voluntary Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>Trinity Academy</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>XP School</td>
<td>Please contact the school directly</td>
</tr>
<tr>
<td>XP School East</td>
<td>Please contact the school directly</td>
</tr>
</tbody>
</table>
Part 3  Making an Application

Year 7 Admissions – to start in September 2019
Pupils with dates of birth 1 September 2007 to 31 August 2008.

Part 3 gives advice about the application process for pupils to transfer from Year 6 to Year 7 and who will start secondary school in September 2019. Further guidance on in year transfers to secondary schools at other times is given in Part 4.

When to Apply
You will receive a personalised letter for your child and leaflet in September 2018.

Important!

The closing date for receipt of the Common Application Form (CAF) and the additional information forms is 31 October 2018.

Late applications received by 30 November 2018 with good reason and supported by a letter may be considered with those forms received by the closing date. This is only in circumstances beyond your control; i.e. you have changed your address. Unless your form is accompanied with this information, it will be treated as late.

The Local Authority and other relevant admission authorities will then consider whether or not to accept the late application form.

How To Apply

Which forms do I complete?
Depending on where you live and which schools you wish to apply for will decide;

• Whose admissions process to follow;
• Which additional information form(s) to complete.

What is a Common Application Form?
This is the application form you need to complete to apply for a school place.
It is available from the School Admissions Team.

Which Common Application Form do I complete?
This depends upon where you live.

• If you live in Doncaster
  Apply online to Doncaster, or use the Doncaster Common Application Form.
  List up to three schools, including any outside Doncaster.

If one or more of your schools are outside Doncaster, you are strongly advised to request the authority’s Admission booklet.

• If you live outside Doncaster
  You will need to apply on your home authority’s application form.
  List the schools you wish to apply for, including any in Doncaster.
Apply Online
You can now apply online at www.doncaster.gov.uk/admissions
See page 1 for more information. If you do, you must not fill in a separate Common Application Form (CAF).

You can list **up to three** schools either in Doncaster or in any other authority. To assist you in making your decision, information on applications for last year is given in Appendix 3. This is to be used as a guide and does not take into account any late applications or appeals.

Do not include Independent fee charging schools.

**What about the paper Common Application Form?**
Copies of the paper form are available from the local authority.

**Is the order I put the schools in important?**
YES, the order in which you put the schools may affect which place you will be offered, if you are eligible to more than one.

If you are eligible for a place at the school you have put first on the form your child will be given a place there and not any other school.

Further information is available in the following section and by reading the admission policies for the schools which you are considering.

**Do I need to fill in an Additional Information Form?**
If you are applying for a place in an aided school, it is likely that you will need an additional information form available the School Admissions Team. This must be returned on its own to the requested school.

By completing an additional information form, this will allow the aided school to put your child in the correct criteria and properly consider their eligibility for a place.

**Which Additional Information Form do I complete?**
This depends on which school you are applying for.

- **Schools in Doncaster/Hallam Diocese**
  Additional information forms for Catholic schools in the Hallam Diocese and Rossington All Saints Church of England School are available on our webpage - www.doncaster.gov.uk/admissions or from the School Admissions Team.

- **Schools outside of Doncaster/Hallam Diocese**
  Contact the school to ensure you obtain the correct additional information form.
Why should I make an application?
To have the best chance of getting a place at your preferred school. If you are late, a place may not be available for your child.

Where do I return the Common Application Form (CAF)?
A paper CAF and the relevant additional information forms should be returned as follows:

Return the form(s) to either:
• Your child’s present Doncaster school, or
• If your child attends a school outside Doncaster, direct to Doncaster Council at the address on the application form.
  by 31 October 2018

What happens if I don’t apply?
Your preferred school may be filled and your child will not then be able to attend that school. The council will write to you and allocate your child a place at a school, which has places left. This will be done after all applications have been processed.

Important!
Any place offered on the basis of a fraudulent or intentionally misleading application may be withdrawn, e.g. giving a false address.

What do I do if myself or my child change address?
You must write and tell Doncaster Council’s School Admissions Team, providing some proof i.e. a council tax or utility bill. This information will only be used to assess where you or your child are ordinarily resident and from what date. It may be necessary for you to provide further proof as required and eligibility to transport may be affected.

What do I do if my child or their sibling changes school?
You must tell Doncaster Council’s School Admissions Team, either by telephone or in writing.

What happens to my application?
With Co-ordination, there will be two stages:

Stage 1 will be about eligibility for a place and will be decided by individual admission authorities;

Stage 2 will be the offer of a place, this will be at the highest ranked school on your application at which your child was eligible for a place. If we are unable to offer a place at any of your three preferred schools your child will be allocated a place at an alternative school.

A detailed explanation of the two stages follows on the next pages.
Stage 1  Eligibility for a Place

All admission authorities are required to have a policy which describes how places in schools are allocated. Each authority will consider your application carefully and fairly and decide whether or not you are eligible for a place according to the policies and criteria described in Appendix 4.

How are applications decided?
The procedure for deciding eligibility is in line with policies and criteria agreed by the relevant admission authorities in accordance with statutory guidance and the Department for Education’s Admissions Code.

Demand for places in schools varies due to the number of applications received and because of different numbers of children in year groups.

Appendix 4 contains each authority’s admission policy which they apply when there are more applications than there are places available. The school admission numbers are shown in Appendix 3.

All preferences equal
Each preference will be considered by the appropriate admission authority in accordance with their published policy and admission criteria (see Appendix 4). All admission authorities are required to ignore the order which you have listed the schools and will use its criteria to decide whether or not the pupil is eligible for a place.

For example:
Whether or not you have placed a school, first, second or third will not be taken into account. The admission criteria will be used to determine whether or not your child is eligible for a place.

Important!
The admission criteria will be used to decide whether or not your child is eligible for a place.

Although a place at a catchment area school is not guaranteed, you should consider listing this school on the CAF in case you are unsuccessful for a place at an alternative school.
Stage 2 The Offer of a Place

A pupil will be offered a place at a school which is ranked highest on your application at which they are eligible for a place.

With co-ordination on the offer day you will receive one of the following eight outcomes.

<table>
<thead>
<tr>
<th>Preferred Order (Ranked)</th>
<th>Requested Schools</th>
<th>The outcome/s of your preference/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>School A</td>
<td>E  E  E  E  E  E  E  E</td>
</tr>
<tr>
<td>2nd</td>
<td>School B</td>
<td>E  E  E  E  E  E  E  E</td>
</tr>
<tr>
<td>3rd</td>
<td>School C</td>
<td>E  E  E  E  E  E  E  E</td>
</tr>
</tbody>
</table>

E = Your child is eligible for a place

Summary of Decisions

<table>
<thead>
<tr>
<th>Response from the council posted on 1 March 2017</th>
<th>1</th>
<th>The pupil is eligible for places at ALL schools and will be offered a place at school A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The pupil is eligible for places at schools B and C and will be offered a place at school B.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The pupil is eligible for a place at a school C and will be offered a place at school C.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The pupil is eligible for a place at schools A and B and will be offered a place at school A.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The pupil is eligible for places at schools A and C and will be offered a place at school A.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>The pupil is eligible for a place at school A and will be offered a place at school A.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The pupil is eligible for a place at school B and will be offered a place at school B.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>The pupil is not eligible for a place at a school and will be allocated a place at the nearest community school in Doncaster with vacancies.</td>
<td></td>
</tr>
</tbody>
</table>

Important!

With co-ordinated admission arrangements, a headteacher or their representative can not offer a place in a school, places will be offered by the council on behalf of the relevant admission authority.
How will I know when they will start at their new school?
Your child’s school will give you a start date. Your child should start at their new school within two weeks of the start date offered, otherwise the offer of a place will be withdrawn.

If you make a further application to the council and this is successful, any previous offer of a school place will automatically be withdrawn.

Do I need to accept the place offered to me?
You will be informed in writing whether or not you will need to accept the place offered.

What happens if my child is refused a place?
Your child’s name may be added to a waiting list. You will also be able to appeal to an Independent Appeals Panel against any decision made in relation to your application.

You may contact the council for advice and details of schools with remaining places and apply for a place in another school by completing a new application form.

If you live outside of Doncaster you should contact your home authority for advice.

For Doncaster residents
If a place can not be offered at any of your choices, a place will normally be offered at your catchment area school if there are places or the next nearest school with vacancies.

You will be offered a place at another school if you live in Doncaster and:
• your application is refused and you do not have a place elsewhere.

Places are allocated on the following basis:
• If a place is still available at your catchment area school, after all those who have applied by the closing date have been processed, your child will be allocated a place there.

    If not, a place will be allocated at the nearest school to your home address with places (taking into account the council’s Home To School Transport policy).

    • You will be expected to take up the allocation within two weeks of the start date given by the school, otherwise the offer of a place will be withdrawn.

    If you make a further successful application any previous offer made will automatically be withdrawn.

    If you make a further unsuccessful application, no new allocation will be made.

False Information
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.

It is for parents to satisfy the admissions authority of their circumstances as they apply to the admissions criteria at the time of application.
The Right of Appeal

You are able to appeal to an Independent Appeal Panel against any decision made regarding your application for a school place.

There will be one of two reasons why your child will not be offered a place at the school(s) for which you expressed a preference:

Reason 1
The number of applications exceeded the admission number of the school. To admit any further pupils would prejudice the provision of efficient education or the efficient use of resources.

Reason 2
You were offered a place at a higher ranked school on your application.

Brief guide to the appeal process

- You should request an appeal form and lodge your appeal within 20 school days of the date of your decision letter (different arrangements will apply for different types of schools).

- You will receive further details regarding the appeal process but you should retain this booklet for information.

- Appeals should be made on the appropriate form in writing.

- You will be given at least 10 schools days written notice of the date, time and place of the appeal hearing, together with a written document summarising the reasons for refusing admission.

- You have the right to be accompanied by a friend.

- Only your written appeal, your original application form and anything you may say at your appeal, will be taken into account by the Appeal Panel.

- The decision of the Appeals Panel is binding upon both parents and the admission authority.

- 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 change in the circumstances of the parent(s) and/or the school, the admission authority is not required to reconsider its decision and you will not have the right to another appeal.

- Where information was known at the time of the original appeal, but parents chose not to use it, this will not be considered at a later date as additional information or a change of circumstances.

Hearing Dates

Appeals relating to applications announced on national offer day will be heard within 40 school days of the appeal deadline date.

Appeals relating to late applications will be heard within 30 schools days of the appeal being lodged.
How do waiting lists work?
In Doncaster, each admission authority will decide how their year of entry waiting list will work. Waiting lists are normally established once a year group has reached its admission number. Places are strictly prioritised in criteria order and no priority can be given to the date of receipt of a form.

In the past, few places are allocated from the waiting list, particularly when there have been successful appeals.

If you make further unsuccessful applications or appeal for a school which is ranked lower than the school at which you were offered a place, your child’s name will also be added to the waiting list of that school. If you accept a place at an alternative school, your child’s name will not be removed from any waiting list(s) they have been placed on.

Pupils will be added to the waiting list(s) of schools if they are refused a place at schools which were ranked higher on the Common Application Form (CAF) than the place offered. Waiting lists will operate until the end of the autumn term. Some schools may choose to keep their waiting lists after this date. Further details are available from the school.

When a place does become available it will be allocated to the child at the top of the list on the day that the council receive written confirmation of the vacancy.

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

Further additions to the list will be those who choose to appeal for a school ranked lower on their CAF than the place offered.
What do I do if I change my mind before 30 November 2018?
A fresh application will only be considered with good reason and supported by a letter explaining the change i.e. you have changed your address.

The Local Authority and other relevant admission authorities will then consider whether or not to accept the late application.

A new form will replace your previous application.

You can contact the Admissions Team to obtain a further application form and advice.

What do I do if I change my mind after 30 November 2018?
An application returned after 30 November 2018 will be dealt with as a late application, after all those received by that date are considered.

No decision will be taken until after the announcement date of 1 March 2019.

You are also advised to contact the Admissions Team for advice.

How do I apply for a place outside Doncaster?
If you live in Doncaster, include it in your application.

If you have included an aided school in one of your choices, remember to fill in the related additional information form(s) and send it directly to the school.

What if I live outside Doncaster?
Contact your home authority and fill in their Common Application Form (CAF).

If you have included an aided school in one of your choices, remember to fill in the related additional information form(s).

Admission to Schools for Children of UK Service Personnel
The Local Authority acknowledges that service families are subject to frequent movement within the UK and from abroad, often at relatively short notice. Although the Local Authority is not able to reserve places for blocks of pupils of service personnel it may accept applications from parents returning to their area some months in advance and may allocate a school place where the school has a place available.

Where the preferred school is full the Authority may reconsider the application at the request of parents. The Authority will take into account the circumstances of the family and the needs of the child in determining whether to offer a place.

Part 4 In Year Transfers
This section only applies to applications for Doncaster schools for:

• Applications for a school place for Year 7 after 1 September 2019, or
• For admission to all other year groups.

Brief details are given below and further information is available from the council or your preferred school.
Making an application
The process for in year transfers requires all applications to be made to the Council who will co-ordinate the process with the relevant schools.

You should complete a School Transfer Form available from the Council.

If an admission number for a school has not been reached, an admission authority cannot lawfully refuse an application for that school except in certain circumstances – either; where the school to be named in an Education, Health and Care Plan cannot meet the needs of a pupil or a child has been permanently excluded from two or more previous schools.

In addition, a child may be admitted or refused a place through the In Year Fair Access Protocol, whether a school may be full or not.

**Important!**

A headteacher or their representative **can not** offer a place in a school, except in the case of Voluntary Aided Schools only then if this power has specifically been delegated to the headteacher by the school's Governing Body.

What happens if the application is refused?
You will be offered the right of appeal to an independent appeals panel.

You should contact your home authority for details of schools with places and you may apply for a place in another school by completing a new application form.

Applications for University Technical Colleges (UTCs)
UTCs are technical colleges for 14-19 year olds and set up by universities and businesses. They specialise in one or two technical subjects and at GCSE offer a similar curriculum to a typical 11–18 secondary school, including basics of English, Maths and Sciences as well as their specialist subject. 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.

Doncaster intends to have a UTC from September 2020, but there are UTCs in other Local Authorities that you may wish to consider. However, this does not mean that you are required to move your child from their existing school if this remains the best option for them.

If this is something you wish to consider for your child you should contact the UTC for details of when and how to apply. Additionally, when your child is due to move into Year 10 we have a duty to write and inform parents and carers of the UTCs that are within travelling distance. Currently the UTCs within travelling distance from Doncaster Local Authority area are given below.
Part 5  Transfer between Schools for Children with Special Educational Needs

Introduction
Many children will, at some stage in their educational career, experience barriers to or difficulty with their learning. About one fifth of all children may be expected to experience longer-term difficulties accessing some part of the academic or social curriculum. The majority of children with special educational needs have their needs met by their mainstream school.

For a small minority of children their needs and rate of progress evidence the importance of them having a formal assessment of their special educational needs. At the conclusion of this, a proportion of children are provided with an Education, Health and Care Plan (EHCP).

All schools in Doncaster comply with the requirements of the Code of Practice for Special Educational Needs and have a Special Educational Needs Policy that details how the school will support children with additional needs. If your child is experiencing difficulty with his/her education please discuss your concerns firstly with your child’s class teacher. If your concerns persist please make an appointment to see either the headteacher or the school’s Special Educational Needs Co-ordinator (SENCO).

Parents and carers are central to the development and educational progress of children. The SAIDSEND service (known as SENDIASS nationally) helps to open up positive dialogue between parents, carers, young people, schools, local authority (LA), health and voluntary bodies. The service operates independently, it is impartial and works to empower parents to feel confident to support their own child or children in decision making processes. The Service may be contacted by parents, carers and young people on 01302 736920. Further details on the service can be found on page 27 or through the website www.doncaster.gov.uk/services/schools/saidsend
Children without an Education, Health and Care Plan
If you are concerned about the admission to or transfer of schools for your child who has special educational needs but not an Education, Health and Care Plan you should first discuss your concerns with your child’s current headteacher. You can ask to meet the SENCO of the school you are considering for your child. He or she will be able to supply you with a copy of the school’s Special Educational Needs Policy and describe the types of support available within that school. Arrangements can also be made, if necessary and with your permission, for the transfer school SENCO to discuss your child’s particular needs with his/her current school.

Children with an Education, Health and Care Plan
An Education, Health and Care Plan must name the school the child attends, and the procedure followed to amend the Plan to name a new school are those that are specified in the Code of Practice for SEN. We are required to try, wherever possible, to place children in accordance with parental preference if the school requested by parents can meet the child’s needs and the request does not compromise the efficient use of resources or the efficient education of other children. In Doncaster, a wide range of educational provision is available for children with identified barriers to learning. The requirements of the Code of Practice for Special Educational Needs are implemented and these ensure that children with an ECHP are not disadvantaged in their choice of school at any age.

The Statutory Review of your child’s ECHP, held in the year prior to their admission to school (during nursery), or during National Curriculum Year 2 (aged 6–7 years) for those children who attend infant schools, or during Year 5 (aged 9–10 years) is expected to consider your child’s future school placement. This will provide you with sufficient time for you to make any necessary enquiries before you have to make a decision on which school/s to request.

If your child has an ECHP you should discuss the admission process with the Special Needs Team on 01302 737209.

Part 6 General Information

Aid to pupils
Entitlement to free school meals
You can get free school meals for your child if:

• you get Income Support or income-based Jobseeker’s Allowance, income-related Employment and Support Allowance or
• you get Child Tax Credit, but you do not get Working Tax Credit and your income does not exceed the relevant threshold or
• you get support under part 6 of the 1999 Immigration and Asylum Act
• guaranteed element of State Pension Credit

Details of how to apply are available from the Council at www.doncaster.gov.uk or by telephone 01302 736000.

Transport to and from school
A Code of Practice for safety and behaviour on school transport other than that specifically arranged for a child with Special Educational Need has been adopted by Doncaster Council in conjunction with the three other South Yorkshire Authorities, the South Yorkshire Passenger Transport Executive (SYPT) and the Bus Operators Association (BOSSY).

A copy of the council’s home to school transport policy, and the Code of Practice is available from the Pupil Support and Transport Team, telephone 01302 737325.
Free transport
Pupils will be entitled to free transport to and from school if their school is:
• their catchment area school, or
• the school at which the council allocated a place as a result of an unsuccessful parental preference for another school (unless following the allocation, you change your address) and provided they are:
• under the age of 8 and live more than two miles from the school, measured by the nearest available walking route, or
• over the age of 8 and live more than three miles from the school, measured by the nearest available walking route.

Exceptions to the above may apply to:
• pupils attending a preferred school, when the distance is over the qualifying mileage, and allowing a bus pass would cost the Council no more than providing a bus pass to the catchment school or school allocated by the Council.
• pupils in years 10 to 11 who move home within Doncaster, and live over three miles from the new school.

Families on low income
In addition to the above the following new categories of entitlement to free transport have been introduced for families on low income:
Primary pupils aged 8–11
• attending the nearest school and the distance is over two miles from home.

Secondary pupils aged 11–16
• attending any of the three nearest schools between two and six miles from the pupil’s
• attending the nearest school preferred by reason of the parents’ religion or belief, and the distance is over two miles and up to 15 miles from the pupils home.

Public transport is used wherever possible, and zero rated bus passes will be issued to pupils entitled to free transport.

It is parents’ responsibility to accompany their child to and from the bus stop and during the journey if they feel it is necessary.

Pupils not eligible for free transport
Pupils not entitled to free transport can travel at the concessionary rate, as long as they have a MegaTravel Pass issued by the SYPTE. In addition a pupil aged 16–18 can also obtain a concessionary fare pass by contacting SYPTE, in either Duke Street or the Interchange, Doncaster.

Special Educational Needs transport
The Council will arrange and provide, free of charge, transport to and from a school or college if a duty to make the provision is specified in the EHCP.

The transport arranged will be the most appropriate taking into account the child’s age, safety and needs as identified by the statement. It will normally be either the provision of a zero rated bus pass, coach, minibus, taxi or specialist vehicle. It is arranged for;
• day pupils – at the start and end of each school day;
• pupils who board for five days – at the start and end of each school week;
• pupils who board for seven days – at the start and end of each school term and half term. In addition pupils who are in the National Curriculum Year Group 7 or below will be entitled to two additional return journeys per half term.
Other than where pupils are issued with a zero rated bus pass, all pupils will be picked up, and dropped off, at the most convenient point nearest to their home address having due regard to their needs and safety. Pupils will only be picked up or dropped off from outside their home address if their needs require it. The bus pass will operate from the bus stop nearest to the pupil’s home.

No arrangements will be made with parents to transport their own children, nor will any assistance be given to those parents who choose to transport their own children. Any special equipment or supervision arrangements required because of the child’s needs will normally be arranged and provided free by the council.

Where the council has to arrange special transport there is a Code of Practice and a copy is provided when transport is arranged.

If you require any further information about transport matters please contact Doncaster Council’s Pupil Support and Transport Team, telephone 01302 737325.

Charges for school activities
Where education is provided wholly or mainly during school hours it should be free. This applies to all events and activities. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums etc.
However, schools may ask parents for a voluntary contribution towards:
• School equipment
• Activities which take place during school hours
• School funds generally

The contribution must be genuinely voluntary and the children of parents who are unable or unwilling to contribute may not be discriminated against. However, parents should be aware that where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. The following are the exceptions:

1 Residential Trips
Schools are able to charge parents for board and lodging costs for residential trips. The exceptions are parents who receive:
• Free school meals
• Income Support
• Income-based Jobseeker’s Allowance
• Support under part VI of the Immigration and Asylum Act 1999
• Child Tax Credit providing the parent is not entitled to Working Tax Credit and whose annual income does not exceed the limit stated by the Inland Revenue.
• Guaranteed element of State Pension Credit

These parents must have board and lodging costs refunded if the trip takes place mainly during school hours. They must also have fees remitted to them if the trip is outside school hours, but is either part of the National Curriculum, part of the syllabus towards a prescribed examination (e.g. GCSEs) or part of the syllabus for religious education.

2 Instrumental Music Lessons
The other exception is for instrumental music tuition where a charge may be made for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSEs) or is required by the National Curriculum, when a charge is allowed.
Children In Employment and Entertainment
Young people between the ages of 13 and 16 years are permitted to have part-time employment, in accordance with legislation and Doncaster Council’s Bye-laws. These regulate the conditions and arrangements under which children can be employed including the requirement that every child must have a work permit. The employer is required to complete the online application form and the parent has to complete a medical declaration form about the pupil’s health. A work permit allows a young person to do a specified job and she/he must have been issued with one in order to be lawfully employed.

In order for a child or young person to be involved in any kind of public performance or in entertainment a licence must have been issued beforehand by the council. A licence application form has to be completed along with a medical declaration form.

Further information about this and application forms are available on Doncaster Council’s webpage: http://www.doncaster.gov.uk/services/schools/attendance-and-pupil-welfare-service

Educational Psychology Service
Doncaster Council’s Educational Psychology Service exists to support the psychological and educational development of all children and young people in Doncaster who encounter barriers to effective learning. Through the application of psychology and child development principles it provides a service to children, young people and their families, as well as to schools.

The balance of work carried out by Educational Psychologists is increasingly shifting more towards working with the key adults closely involved in children’s lives – parents/carers and staff in schools, with perhaps less direct involvement with children and young people for routine, one-off assessment work. However there will always be times when individual work with children and young people is appropriate in delivering support for prevention and early intervention work.

Educational Psychologists work across the full age range 0 – 19 years although the majority of their time is focussed on the years of statutory education in years 5 – 16.

Access to the Educational Psychology Service
The majority of time available is spent on school-related work including providing psychological advice, attending school reviews and planning meetings with staff and parents, where appropriate. Where there are educational concerns about children and young people’s learning, development or behaviour, the first port of call for families will always be to discuss these with school staff, including the SENCO. Schools are best placed to determine if and when additional professional advice is needed, including contact with their named Educational Psychologist.

There is a range of publications on learning and behaviour produced by Doncaster Council’s Educational Psychology Service for which a nominal charge is made to cover printing costs. Further details are available from the Educational Psychology Service at the Council House, telephone 01302 737291 or email psychology@doncaster.gov.uk

Education other than at School
The way in which the Council currently provides education other than at school is as follows:

Pupil Referral Units (PRUs)
Pupil Referral Units provide education and support to pupils who are at risk of exclusion or who have been permanently excluded that display level 5 behaviour.

All other permanently excluded pupils should be managed within the learning centres or re-allocated another mainstream school.
The Levett School, Upper Site (Year 7 to 9)
Maple Medical—incorporates the Young Parents Centre, the Joint Association Support Programme, Hospital Teaching and the Link Centre.
Northbridge Enterprise College (Years 10 & 11)

Attendance and Pupil Welfare Service (APWS)
The Attendance and Pupil Welfare Service works with schools, parents and carers, pupils and other agencies to ensure the Council meets its statutory responsibility in respect of attendance at school, Children Missing Education, Child in Entertainment and Employment as well as providing advice and support to home educating families. Schools will refer pupils to the service where absence at school is a concern. Education Welfare Officers can provide advice, guidance and support to enable all young people to benefit fully from the educational provision available and to promote their welfare and attendance at school. You can contact the APWS by email: APWS@doncaster.gov.uk or by telephoning 01302 736504.

Attendance
Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Absences hinder a pupil’s progress and leads to educational disadvantage. It places children at risk and can result in pupils displaying anti-social or criminal behaviour.

Parents of children of compulsory school age (5–16) are required by law to ensure that their children receive full-time education, by regular school attendance or otherwise. They are primarily responsible for ensuring that their children attend and stay at school. Schools support regular attendance and take seriously problems which may lead to non-attendance.

Parental responsibility extends beyond securing regular school attendance. Parents should ensure that their children arrive at school on time, properly dressed and in a condition to learn. Furthermore, they should see themselves as partners with schools in the education of their children. Parents should also impress upon their children the need to observe schools codes of conduct and discipline and should support schools in the application of these codes.

Absences
Parents are responsible for giving school reasons for a child’s absence, preferably on the first day of absence.

The arrangements for notification of absence, whether by parental notes, personal contact or telephone call, are for each school to decide. Details can normally be found in the school prospectus or the school will tell you what to do.

Schools are required by law to keep an attendance register and must mark whether a child is present or absent at each morning and afternoon session. If a child is absent, the register must also state whether the absence is authorised or unauthorised. Within the context of the law, absences can only be approved by the school and not by the parents. Headteachers can refuse to authorise an absence if they do not believe the circumstances justify the absence.

Importance of Regular Attendance at school
At the time of print the national average for secondary school attendance is 95% and for primary it is 96.1%. Government research shows that every extra day missed is associated with a lower attainment outcome for pupils. Attendance is monitored regularly by school staff and parents are contacted where there are concerns. Parents should contact school whenever their child is absent giving the reason and expected return date. Contact will be made by school staff where parents fail to provide information about the reason for absence. If the attendance continues to be unauthorised a referral to the Council for statutory intervention may be made.

Where parents are failing to ensure regular attendance, the school may refer to the Council for enforcement action. This could result in an Education Penalty Notice being issued for unauthorised absence or a prosecution under Section 444(1) of the Education Act.
Holidays in Term Time
When you are planning your holidays you should try to take them when the school is closed. Any absence in term time destroys the continuity of a child’s education and reduces chances of success. If there is a reason why this is not possible, contact your child’s school and ask to talk to the Headteacher. Only the Headteacher can authorise a holiday in term time if they agree it is an exceptional circumstance. You will be asked to complete an application form for leave of absence and you should not book a holiday until the application has been considered. Where the headteacher does not authorise your request, the absence will be marked as an unauthorised holiday and you could be issued with an Education Penalty Notice.

Examination Entries
In Doncaster, entries for examinations are determined by schools. Details about a school’s policy on examination entries can be found in the school prospectus, a copy of which can be obtained from the school.

Parent Partnership Service
All local authorities are legally required to provide impartial information and support to parents and carers, children/young people regarding special educational needs and disabilities (SEND). In Doncaster, the SAIDSEND service (known as SENDIASS nationally) is a free, confidential and impartial service for parents and carers, children and young people (up to 25 years). The service can:
• Listen to your concerns regarding SEN matters.
• Give advice and support in relation to SEN Support Plans and Education Health Care plans (EHCP) and process, which may include attending meetings and future reviews.
• Explain the law and your rights.
• Help you understand educational support in schools, colleges and other educational settings.
• Give advice and support to promote the active involvement of parents, carers, children and young people in all decisions about outcomes in mainstream or special school and in educational settings.
• Help open up positive dialogue when disagreements happen between parents, carers, young people, schools, local authority (LA), health and voluntary bodies.
• Signpost families to relevant support groups and services.
• Support parents and young people to access the independent SEN Mediation Service and advise on the procedure for appeals to the SEN and Disability Tribunal.
• Advise and help to promote independence and empower parents, self-advocacy for children, young people.
• Provide specialist individual support to parents, carers, children and young people who are involved in an Education, Health and Care (EHC) Assessment.

The Service may be contacted on 01302 736920 and you can find further information at www.doncaster.gov.uk/services/schools/saidsend

This is a self-referral service only which can be accessed by parent, career’s and children/young people.
Responsibilities of Parents

Children Act 1989 and the Adoption and Children’s Act 2002

The Children Act 1989 and the Adoption and Children’s Act 2002 replaced the many different laws on parental rights and duties with a single concept of ‘Parental Responsibility’. It introduced changes about who has parental responsibility, how it can be gained and lost, and the way it can be shared. A Court Order may also limit parental responsibility.

Please ensure that the school is informed of anyone with parental responsibility relating to the child and about any Court Orders in operation. The Act has major implications for schools and the council. It will be necessary for schools to periodically ask you to provide them with information about who may have parental responsibility for your child and whether this is limited by a Court Order.

They will also need to see documentary evidence, if necessary. Please provide the information requested so that schools may comply with their legal responsibilities.

If you believe that the Children Act, and particularly the law relating to parental responsibility, may affect you, you may need to seek legal advice. You may also wish to contact Doncaster Council’s EWS, telephone: 01302 736504.

School Governors

Every school has a Governing Body, which, together with the Headteacher, fulfil a range of functions relating to the running of the school. For example, Governors manage the budget, appoint staff including the Headteacher, set and monitor the school’s aims and policies and ensure that all pupils have access to a broad and balanced curriculum. Governors are elected or appointed to represent parents, school staff, the council, local community and, in the case of church schools, the local Diocese. If you are interested in becoming a Governor and would like information about their role and responsibilities please contact the Governors Support Service telephone 01302 737111 or visit the website at www.doncaster.gov.uk

School Meals

Doncaster Council’s Schools Catering Service offers a two-course meal at midday for any pupils attending the council’s schools. Most Primary schools now offer a choice menu cycle.

Special dietary needs are catered for upon receipt of notification and supporting information from the Department of Nutrition and Dietetics based at the Doncaster Royal Infirmary. For more information, including requests for copies of menus: tel 01302 735336 or email: schools.catering@doncaster.gov.uk.

School Meals are great because: Children can sit down together and enjoy their meal, whilst at the same time developing those social skills of eating together that are so important in later life. Develop the confidence to make choices. A well-fed and happy child is more likely to be receptive to participating in the afternoon’s activities.

A balanced diet in childhood can help prevent numerous health problems both in the short term and in later life, as some adult diseases start early in life. Having the benefits of someone else preparing and cooking lunch for your child saves you worrying about a packed meal every day.

You can be confident that our catering teams are well trained in food hygiene and health and safety issues. Join in our theme day promotions. Who else will give you the recipe for our famous chocolate crunch?
Appendix 1  Map of Doncaster

Guide to Pyramids of Doncaster Schools

1 Adwick
2 Armthorpe
3 Balby
4 Campsmount
5 Conisbrough
6 Danum
7 Don Valley
8 Edlington
9 Hall Cross
10 Hatfield
11 Hayfield
12 Hungerhill
13 Mexborough
14 Rossington
15 Ridgewood
16 Thorne
17 McAuley (covers the whole of the Doncaster Area)
18 XP School & XP East (prioritises DN1-12 and S64 postcodes)

Please note: This is a representative map showing the areas covered by the pyramids and the DMBC boundary; it is not drawn to scale. DMBC excludes Green Lane, Barnburgh.

Catchment areas: details of a child’s catchment area are given to parents at the time of application. Information on catchment areas is available on www.doncaster.gov.uk/admissions
### Appendix 2  List Showing School Links

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#### Adwick Pyramid

| Owston Park Primary | | | Outwood Academy Adwick | |
| Carcroft Primary | | | | |
| Adwick Primary | | | | |
| Woodlands Primary | | | | |
| Highfields Primary Academy | | | | |
| Hooton Pagnall All Saints C of E Primary | | | | |

#### Armthorpe Pyramid

| Armthorpe Shaw Wood Academy | | | Armthorpe Academy | |
| Tranmoor Primary | | | | |
| Southfield Primary | | | | |

#### Balby Pyramid

| Balby Central Primary | | | Astrea Academy Woodfields | |
| Waverley Academy | | | | |
| Mallard Primary | | | | |
| Woodfield Primary | | | | |
| Hexthorpe Primary | | | | |
| Carr Lodge Academy | | | | |

#### Campsmount Pyramid

| Littlemoor Children’s Centre and School | Askern Spa Junior | Campsmount (A Cooperative Academy) |
| Askern Moss Road Infant | | |
| Norton Infant | Norton Junior | |
### Conisbrough Pyramid

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### Edlington Pyramid

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<td>Edlington Victoria Academy</td>
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## Hall Cross Pyramid

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<td>Hawthorn Primary</td>
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<tr>
<td>Hatchell Wood Primary</td>
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## Hatfield Pyramid

<table>
<thead>
<tr>
<th>Nursery</th>
<th>Infant</th>
<th>Junior</th>
<th>Secondary</th>
<th>6th Form</th>
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<tbody>
<tr>
<td>Long Toft Primary</td>
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<tr>
<td>Travis St. Lawrence C of E Primary</td>
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<tr>
<td>Stainforth Kirton Lane Primary</td>
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<tr>
<td>Hatfield Sheep Dip Lane Primary</td>
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<tr>
<td>Crookesbroom Primary Academy</td>
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<tr>
<td>Hatfield Woodhouse Primary School</td>
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<tr>
<td>Dunsville Primary (Joint)</td>
<td></td>
<td></td>
<td>Ash Hill Academy</td>
<td></td>
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</table>

## Hayfield Pyramid

<table>
<thead>
<tr>
<th>Nursery</th>
<th>Infant</th>
<th>Junior</th>
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<th>6th Form</th>
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<tbody>
<tr>
<td>Auckley School</td>
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<tr>
<td>Bawtry Mayflower Primary</td>
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<tr>
<td>Branton St Wilfrid’s C of E Primary</td>
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<tr>
<td>St Oswald’s C of E Primary Academy</td>
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<tr>
<td>Hayfield Lane Primary</td>
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### Hungerrhill Pyramid

<table>
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<tr>
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<tr>
<td>Barnby Dun Primary Academy</td>
<td>Kirk Sandall Infant</td>
<td>Kirk Sandall Junior</td>
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<tr>
<td>Edenthorpe Hall Primary Academy</td>
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<tr>
<td>Canon Popham C of E Primary and Nursery</td>
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<tr>
<td>Dunsville Primary (Joint)</td>
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### McAuley Pyramid

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<tr>
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<tbody>
<tr>
<td>Our Lady of Sorrows Catholic Voluntary Academy</td>
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<tr>
<td>Our Lady of Perpetual Help Catholic Primary</td>
<td></td>
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<tr>
<td>St Mary’s Catholic Primary, Edlington</td>
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<tr>
<td>Our Lady of Mount Carmel Catholic Primary</td>
<td></td>
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<tr>
<td>St Joseph’s Catholic School, a Voluntary Academy</td>
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<tr>
<td>Holy Family Catholic Primary</td>
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<tr>
<td>St Francis Xavier Catholic Primary</td>
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<tr>
<td>St Joseph and Teresa’s Catholic Primary</td>
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<tr>
<td>St Peter’s Catholic Primary</td>
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<td>St Joseph’s Catholic Primary, Retford</td>
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<td>St Patrick’s Roman Catholic Primary, Harworth</td>
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### Mexborough Pyramid

<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>Montagu Academy</td>
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<tr>
<td>Highwoods Academy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mexborough St John the Baptist C of E Primary &amp; Nursery</td>
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<tr>
<td>Windhill Primary</td>
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The McAuley Catholic High School – A Catholic Academy
### Ridgewood Pyramid

<table>
<thead>
<tr>
<th>Nursery</th>
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<tbody>
<tr>
<td>Rosedale Primary</td>
<td>Scawsby Saltersgate Infant</td>
<td>Scawsby Saltersgate Junior</td>
<td>Ridgewood School</td>
<td></td>
</tr>
<tr>
<td>Grange Lane Infant Academy</td>
<td>Pheasant Bank Academy</td>
<td>Rossington All Saints Academy</td>
<td></td>
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</tr>
<tr>
<td>Barnburgh Primary</td>
<td>Sprotbrough Orchard Infant</td>
<td>Copley Junior</td>
<td>Trigton St Michael’s C of E Primary</td>
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### Rossington Pyramid

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Rossington Torndale Infant</td>
<td>Rossington All Saints Academy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Richmond Hill Primary Academy</td>
<td>Trigton All Saints Academy</td>
<td>Trigton St Michael’s C of E Primary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barnburgh Primary</td>
<td>Sprotbrough Orchard Infant</td>
<td>Copley Junior</td>
<td>Trigton St Michael’s C of E Primary</td>
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</tr>
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</table>

### Thorne Pyramid

<table>
<thead>
<tr>
<th>Nursery</th>
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<tbody>
<tr>
<td>Thorne Brooke Primary</td>
<td>Thorne King Edward Primary</td>
<td>Trinity Academy</td>
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<td>Green Top</td>
<td>Thorne King Edward Primary</td>
<td>Trinity Academy</td>
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<tr>
<td>Marshland Primary</td>
<td>Thorne Moorends West Road Primary</td>
<td>Trinity Academy</td>
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<td></td>
</tr>
<tr>
<td>School Name</td>
<td>Address and Contact Number</td>
<td>School Type and Age Range</td>
<td>Number on Roll (Y7 - Y11) In May 2018</td>
<td>Number of Places for September 2019</td>
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</tr>
<tr>
<td>Armthorpe Academy</td>
<td>Mere Lane, Armthorpe, Doncaster, DN3 2DA 01302 831582</td>
<td>Academy 11 to 16</td>
<td>501</td>
<td>180</td>
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<tr>
<td>Ash Hill Academy</td>
<td>Ash Hill, Hatfield, Doncaster, DN7 6JH 01302 840961</td>
<td>Academy 11 to 18</td>
<td>674</td>
<td>252</td>
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<tr>
<td>Astrea Academy, Woodfields</td>
<td>Weston Road, Balby, Doncaster, DN4 8ND 0845 3451629</td>
<td>Academy 11 to 18</td>
<td>952</td>
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<tr>
<td>Campsmount (A Co-operative Academy)</td>
<td>Ryecroft Road, Norton, Doncaster, DN6 9AS 01302 700474</td>
<td>Academy 11 to 18</td>
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<tr>
<td>De Warenne Academy</td>
<td>Gardens Lane, Conisbrough, Doncaster, DN12 3JY 01709 864001</td>
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<tr>
<td>Don Valley Academy</td>
<td>Jossey Lane, Scawthorpe, Doncaster, DN5 9DD 01302 781528</td>
<td>Academy 11 to 18</td>
<td>981</td>
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<tr>
<td>Hall Cross Academy</td>
<td>St Michaels Road, Bessacarr, Doncaster, DN4 5LU (Lower) and Thorne Road, Doncaster, DN1 2HY (Upper) 01302 535559</td>
<td>Academy 11 to 18</td>
<td>1922</td>
<td>280</td>
</tr>
<tr>
<td>Hungerhill School</td>
<td>Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY 01302 885811</td>
<td>Academy 11 to 16</td>
<td>1168</td>
<td>224</td>
</tr>
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</table>
## ADMISSION TO SECONDARY SCHOOL 2019
and Information on Places Offered on 1 March 2018

### APPENDIX 3

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address and Contact Number</th>
<th>School Type and Age Range</th>
<th>Number on Roll (Y7 - Y11) In May 2018</th>
<th>Number of Places for September 2019</th>
<th>Outcome of Applications Received by the Closing Date for September 2018</th>
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<tr>
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<td>First</td>
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<tr>
<td>Mexborough Academy</td>
<td>Maple Road, Mexborough, S64 9SD 01709 585858</td>
<td>Academy 11 to 18</td>
<td>662</td>
<td>224</td>
<td>96 agreed</td>
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<tr>
<td>Outwood Academy, Adwick</td>
<td>Windmill Balk Lane, Woodlands, Doncaster, DN6 7SF 01302 722237</td>
<td>Academy 11 to 18</td>
<td>1085</td>
<td>210</td>
<td>187 agreed 1 refused 1 agreed 1 refused 1 refused 1 agreed 1 refused 1 appealed 1 refused</td>
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<td>Outwood Academy, Danum</td>
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<td>1142</td>
<td>280</td>
<td>114 agreed 8 refused 5 refused 6 agreed 6 refused 6 appealed 6 refused</td>
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<tr>
<td>Ridgewood School</td>
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<td>1399</td>
<td>240</td>
<td>214 agreed 2 refused 10 refused 3 agreed 3 refused 3 appealed 3 refused</td>
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<tr>
<td>Rossington All Saints Academy</td>
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<td>Academy 11 to 18</td>
<td>733</td>
<td>150</td>
<td>95 agreed 4 refused 12 refused 4 agreed 4 refused 4 appealed 4 refused</td>
</tr>
<tr>
<td>Sir Thomas Wharton Community College</td>
<td>Tait Avenue, Edlington, Doncaster, DN12 1HH 01709 864100</td>
<td>Academy 11 to 18</td>
<td>878</td>
<td>210</td>
<td>146 agreed 6 refused 12 refused 3 agreed 3 refused 3 appealed 3 refused</td>
</tr>
<tr>
<td>The Hayfield School</td>
<td>Hurst Lane, Auckley, Doncaster, DN9 3HG 01302 770589</td>
<td>Academy 11 to 16</td>
<td>1020</td>
<td>210</td>
<td>200 refused 3 refused 8 refused 7 refused 7 refused 7 refused 7 refused 4 appealed 7 refused</td>
</tr>
<tr>
<td>The McAuley Catholic High School</td>
<td>Cantley Lane, Cantley, Doncaster, DN3 3QF 01302 537396</td>
<td>Academy 11 to 18</td>
<td>1590</td>
<td>280</td>
<td>240 refused 20 refused 14 refused 4 refused 4 refused 4 appealed 4 refused</td>
</tr>
<tr>
<td>Trinity Academy</td>
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<td>Academy 11 to 18</td>
<td>1276</td>
<td>224</td>
<td>210 refused 6 refused 4 refused 5 refused 5 refused 5 appealed 5 refused</td>
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<tr>
<td>School Name</td>
<td>Address and Contact Number</td>
<td>School Type and Age Range</td>
<td>Number on Roll (Y7 - Y11) In May 2018</td>
<td>Number of Places for September 2019</td>
<td>Outcome of Applications Received by the Closing Date for September 2018</td>
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<td>First</td>
</tr>
<tr>
<td>XP East School</td>
<td>Middle Bank, Doncaster, DN4 5NG 01302 898792</td>
<td>Free School 11 to 18</td>
<td>50</td>
<td>50</td>
<td>21</td>
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<tr>
<td>XP School</td>
<td>Middle Bank, Doncaster, DN4 5NG 01302 898792</td>
<td>Free School 11 to 18</td>
<td>200</td>
<td>50</td>
<td>46</td>
</tr>
</tbody>
</table>
1. The Governing Body (GB) is the Admission Authority for the Academy. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the Academy. Neither the Principal nor their representatives are able determine eligibility for places.

**General Statement**

2. In Doncaster, each school or academy serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary academy and a group of linked primary schools or academies in a pyramid. In this way, the Academy becomes part of the provision for a community and the education of the community’s children benefits greatly from the association within the pyramid.

**Admission Number**

3. An Academy must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which students are or will normally be admitted to the Academy in question’. The admission number for each year group is set with regard to the capacity assessment for the Academy taking into account the nature and type of the buildings and provides for an acceptable amount of space for each student. Therefore, the admission number is set to benefit the children who are taught in the Academy and those who teach and support them. Each academic year, the Academy consults with the LA and has set an admission number of 180.

4. Where places are offered in excess of the admission number these are offered strictly in criteria order.

5. A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered an Academy which is ranked higher on an Application Form (AF) or Transfer Form (TF) under a Coordinated Admission Scheme (CAS).

**Expressing A Preference**

6. Applications for admission should be made in accordance with the relevant CAS.

**Closing Date For Receipt Of Parental Preferences**

7. The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

8. Late applications for the year of entry are processed in accordance with the relevant CAS.

**Eligibility For A Place At The Academy - Oversubscription Criteria**

9. This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.
Preferences for the Academy will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children or all Previously Looked After Children**

b) **Catchment Area**
Children who are ordinarily resident in the catchment area of the Academy. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, the catchment area will be determined in relation to the address at which the student is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child’s place on that list will be updated in light of any new address.

c) **Siblings**
Children who are living within the same family unit (e.g. stepchildren) who will be attending the Academy, at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) **Link Schools and Academies**
Children attending a school or academy within the pyramid and who have, on the closing date for late applications, attended that school or academy continuously for more than one calendar year.

e) **Proximity**
Children who live nearest to the Academy measured in a straight line from the mid point of the student’s place of ordinary residence, to the entrance nearest to the reception point of the Academy.

If two or more students live equidistant from the Academy, the distance each student lives by road from the Academy will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

**The Offer Of A Place At An Academy**

10 Decisions will be sent to parents in accordance with the Authority’s CAS.

**Waiting Lists**

11 For the year of entry, students will be added to the waiting list where they are refused a place and the Academy was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

12 Places will only be allocated from the waiting list when the number of students falls below the Admission Limit of the Academy. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.
In Year Transfers

13 Applications for in year transfers are considered in accordance with the LA’s CAS.

14 Applications should be made on the LA’s TF and submitted to the LA for consideration.

15 A student will be deemed eligible for a place if there are vacancies unless specific circumstances apply\(^vii\).

16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is offered, the Principal will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19 Students are normally admitted to the Academy at the start of the next new term other than with the prior approval of the Principal of the Academy or in circumstances beyond the parent’s control, e.g. movement into the Borough.

20 Students are required to start at the Academy within two weeks of the start date offered by the Principal and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been a significant and material change to either the families or the Academy’s circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DFE requirements students may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

Allocation Of Places

23 If, following the consideration of an application from a Doncaster resident, an application is refused and the student does not currently have a place in a Doncaster academy a place will be offered at an alternative academy in accordance with the LA’s CAS.

Independent Appeals

24 If a place is not offered at the Academy parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

False Information
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the Academy of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Further Information
Further, more detailed information about the admission process is available in the Admission To School Booklets, from the Academy or the LA.
Explanatory Notes

i Common Application Form (AF)
This is a form used in the admission process on which parents express preferences for an academy for the year of entry.

ii Common Transfer Form (TF)
This is a form used in the admission process on which parents express preferences to transfer academies.

iii Co-ordination/Co-ordinated Schemes (CAS)
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv Looked After Children or all Previously Looked After Children
A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

v Ordinarily Resident/Residence
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi List of Link Schools and Academies

<table>
<thead>
<tr>
<th>Shaw Wood Academy</th>
<th>Southfield Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tranmoor Primary</td>
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</tbody>
</table>

vii Specific Circumstances For Refusal
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority’s In Year Fair Access Policy.
Admission Arrangements
2019/2020 School Year

1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to determine eligibility for places.

General Statement

2 In Doncaster, each school serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community’s children benefits greatly from the association of its schools.

Admission Number

3 A school must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of 252.

4 Where places are offered in excess of the admission number these are offered strictly in criteria order.

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form (AF) or Transfer Form (TF) under a Coordinated Admission Scheme (CAS).

Expressing A Preference

6 Applications for admission should be made in accordance with the relevant CAS.

Closing Date for Receipt Of Parental Preferences

7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority’s CAS.

8 Late applications for the year of entry are processed in accordance with the relevant CAS.
Eligibility For A Place At School - Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children or all Previously Looked After Children**

b) **Catchment Area**
Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child’s place on that list will be updated in light of any new address.

c) **Siblings**
Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) **Link Schools**
Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

e) **Proximity**
Children who live nearest to the requested school measured in a straight line from the mid point of the pupil’s place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, ‘entrance nearest to the reception point’ will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
The Offer of A Place At A School

10 Decisions will be sent to parents in accordance with the Authority’s CAS.

Waiting Lists

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

In Year Transfers

13 Applications for in year transfers are considered in accordance with the LA’s CAS.

14 Applications should be made on the LA’s TF and submitted to the LA for consideration.

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent’s control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.
**Allocation Of Places**

23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA’s CAS.

**Admission To Sixth Form**

24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

25 The total number of children to be admitted each year from outside of the school will depend upon the published Admission Number for the sixth form. This is to be set.

26 Priority is given to applications from pupils in year 11 already at the school.

27 External pupils will be admitted if the sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

**Independent Appeals**

29 If a place is not offered at the school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

30 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

**General Information**

**False Information**
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the school of their circumstances as they apply to the admission criteria at the time of application.

**Multiple Addresses**
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

**Further Information**
Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.
Explanatory Notes

i Common Application Form (AF)
This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

ii Common Transfer Form (TF)
This is a form used in the admission process on which parents express preferences to transfer a school or schools.

iii Co-ordination/Co-ordinated Schemes (CAS)
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv Looked After Children or all Previously Looked After Children
A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

v Ordinarily Resident/Residence
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi List of Link Schools

<table>
<thead>
<tr>
<th>Long Toft Primary</th>
<th>Travis St Lawrence CE Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stainforth Kirton Lane Primary</td>
<td>Hatfield Sheep Dip Primary</td>
</tr>
<tr>
<td>Hatfield Crookesbroom Primary</td>
<td>Hatfield Woodhouse Primary</td>
</tr>
<tr>
<td>Dunsville Primary</td>
<td></td>
</tr>
</tbody>
</table>

vii Specific Circumstances For Refusal
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority’s In Year Fair Access Policy.
Admission Arrangements
Astrea Academy Woodfields
2019/2020 School Year

1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able determine eligibility for places.

General Statement

2 In Doncaster, each school serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community’s children benefits greatly from the association of its schools.

Admission Number

3 A school must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of 210.

4 Where places are offered in excess of the admission number these are offered strictly in criteria order.

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form\(^i\) (AF) or Transfer Form\(^ii\) (TF) under a Coordinated Admission Scheme\(^iii\) (CAS).

Expressing A Preference

6 Applications for admission should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

8 Late applications for the year of entry are processed in accordance with the relevant CAS.
Eligibility For A Place At School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children or all Previously Looked After Children**

b) **Catchment Area**
   Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

   For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child’s place on that list will be updated in light of any new address.

c) **Siblings**
   Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) **Link Schools**
   Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

e) **Proximity**
   Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil’s place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, ‘entrance nearest to the reception point’ will refer to the site the pupil attends for the purpose of morning registration.

   If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

   Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
The Offer Of A Place At A School

10 Decisions will be sent to parents in accordance with the Authority’s CAS.

Waiting Lists

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

In Year Transfers

13 Applications for in year transfers are considered in accordance with the LA’s CAS.

14 Applications should be made on the LA’s TF and submitted to the LA for consideration.

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent’s control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.
Allocation Of Places

23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA’s CAS.

Admission To Sixth Form

24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

25 The total number of children to be admitted each year from outside of the school will depend upon the published Admission Number for the sixth form. This is to be set.

26 Priority is given to applications from pupils in year 11 already at the school.

27 External pupils will be admitted if the sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

Independent Appeals

29 If a place is not offered at the school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

30 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

False Information
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the school of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Further Information
Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.
Explanatory Notes

i  Common Application Form (AF)
This is a form used in the admission process on which parents express preferences for a
school or schools for the year of entry.

ii  Common Transfer Form (TF)
This is a form used in the admission process on which parents express preferences to
transfer a school or schools.

iii  Co-ordination/Co-ordinated Schemes (CAS)
All local authorities are required to co-ordinate the admission arrangements for residents
within their area whereby parents will submit a AF or TF to their home LA who will then
ensure, as far as is possible, that a single offer of a place is sent to parents.

iv  Looked After Children or all Previously Looked After Children
A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of
making an application to a school. This includes children who were adopted under the
Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under
the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child
arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of
the Children and Families Act 2014. Child arrangements orders replace residence orders
and any residence order in force prior to 22 April 2014 is deemed to be a child
arrangements order. See Section 14A of the Children Act 1989 which defines a 'special
guardianship order’ as an order appointing one or more individuals to be a child’s special
guardian (or special guardians).

v  Ordinarily Resident/Residence
Reference to where a child is ordinarily resident means that they are habitually and
normally resident at their address, other than for occasional absences, for a settled
purpose which is not solely to receive education. This will only be considered when they
are living at their new address and waiting list place amended as necessary.

vi  List of Link Schools

<table>
<thead>
<tr>
<th>Balby Central Primary</th>
<th>Hexthorpe Primary</th>
<th>Mallard Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waverley Primary</td>
<td>Woodfield Primary</td>
<td>Carr Lodge Academy</td>
</tr>
</tbody>
</table>

vii  Specific Circumstances For Refusal
An application will normally be agreed if there are sufficient places unless specific
circumstances apply, as outlined in the School Admissions Code or as part of the Local
Authority’s In Year Fair Access Policy.
Campsmount (A Co-operative Academy)
Admission Policy 2019-2020

Context

Campsmount is a Co-operative Academy and administers admissions in line with legal requirements of the School Admissions Code and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Campsmount as part of the Doncaster Local Authority process. Campsmount will work in partnership with Doncaster Local Authority to ensure pupil places are given fairly, in line with the published admissions criteria, which will conform with the School Admissions Code.

1) Campsmount serves a local community, usually referred to as the ‘catchment area’. This policy reflects the Governing Body’s commitment to providing places where possible to pupils who live in our catchment area as defined by our pyramid schools.

2) Sixth form student places will be available for all pupils who attend Campsmount and the Academy will continue to welcome applications from students from other schools.

Admission Number

3) A school must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of 150.

4) A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form (AF) or Transfer Form (TF) under a Coordinated Admission Scheme (CAS).

Parental Preference

5) The CAF provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that the Governing Body as the Admission Authority for Campsmount will consider all preferences equally.
Eligibility for Admission – Oversubscription Criteria

6) Where the number of applications exceeds the number of available places the Governing Body will apply the following criteria in order of priority. Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion ‘e’ being the final breaker.

a. Looked After Children or all Previously Looked After Children

b. The children of parents who are ordinarily resident in the catchment area of Campsmount

c. Siblings

d. Children not resident in the formal catchment area but have attended a current Pyramid School for the full academic year prior to admission

e. Other children whose nearest school is Campsmount.

Independent Appeals

7) If a place is not offered at Campsmount parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to:

    Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Waiting List

8) Pupils will be added to the waiting list of Campsmount where they were refused admission. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

Admission To Sixth Form

9) The total number of children to be admitted each year will depend upon the published Admission Limit for the sixth form. A pupil will only be admitted to the sixth form provided they meet the sixth form admission criteria. Application for admission to the sixth form, including pupils currently attending the school, must be made in writing direct to Campsmount. Any parent whose child is not offered a place for which they have expressed a preference has the right to an independent appeal.

In Year Transfers

10) Applications for in year transfers are considered in accordance with the LA’s CAS

11) Applications should be made on the LA’s TF and submitted to the LA for consideration
12) A pupil will be deemed eligible for a school place if there are sufficient places specific circumstances apply.

13) Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 5.

14) Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

15) If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

16) Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent’s control, e.g. movement into the Borough.

17) Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

18) 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

19) In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

Explanation of Terms

1. Tie Breaker

Distance from Campsmount will operate as the tie break should Campsmount be oversubscribed from any of its designated priorities as follows:--.

Children who live nearest to the requested school measured in a straight line from the point of the front entrance of the pupil’s place of ordinary residence, to the entrance nearest to the main entrance of Campsmount.

If two or more pupils live equidistant from the school, the distance each pupil lives by road will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

2. False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.
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.

3. Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Footnotes:

- **Catchment Area** The associated catchment area is defined by the Campsmount Pyramid of schools (Askern Spa Junior School and Norton Junior School).
- **Common Transfer Form (TF)** This is a form used in the admission process on which parents express preferences to transfer a school or schools.
- **Co-ordination/Co-ordinated Schemes (CAS)** All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.
- **Common Application Form (CAF)** The Common Application Form is the form parents fill in to apply for a place at Secondary School which is submitted to the Local Authority.
- **Looked After Children Or all Previously Looked After Children** A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- **Ordinarily Resident** Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.
- **Siblings** Children who are living within the same family unit (e.g. stepchildren) who are attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.
Admissions Arrangements for 2019/2020 School Year

The academy will follow the Admissions arrangements of Doncaster Metropolitan Borough Council, as agreed in the Admissions Annex of the De Warenne Academy’s Funding Agreement.

1. Only Doncaster Council (the LA) is able to decide who is eligible for a place in this academy. Neither the Principal or Sponsors nor their representatives are able to offer a place at the academy.

General Statement

2. In Doncaster each school serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary school with a group of primary schools.

Admission Number

3. Every school must have an admission number for each relevant age group, defined in law as ‘an age group which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school, taking into account the nature and type of the school buildings and provides an acceptable amount of space for each pupil. Each school year the LA consults with the Governing Body of the school before an admission number is set. The admission number for this academy is 150.

4. In the case of the year of entry, a child may not normally be refused admission to a school on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form (CAF) under a Co-ordinated Admission Scheme (CAS).

Expressing A Preference – Year of Entry

5. Applications for admission to a school’s year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt of Parental Preferences

6. The closing dates for receipt of preferences for the year of entry are in accordance with the LA’s CAS.
Eligibility For A Place At A School – Oversubscription Criteria

7. This section outlines the criteria to be used to decide on eligibility for a place where the number of preferences exceeds the admissions limit. Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with the criterion e) being the final tie breaker.

a) Looked After Children or all Previously Looked After Children
b) Catchment Area
   Children who are ordinarily resident in the catchment area of De Warenne Academy. A child’s place on a waiting list will be updated in the light of any change of address.
c) Siblings
   Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school (excluding sixth form and nursery) at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.
d) Link Schools
   Children attending a school which is a linked pyramid school and who have, on the closing date for late applications attended that school continuously for more than one calendar year.
e) Proximity
   Children who live nearest to De Warenne Academy measured in a straight line from the point of the mid-point to the pupil’s place of ordinary residence to the entrance nearest to the reception point of the academy. If two or more pupils live equidistant to the academy, the distance each pupil lives by road from the academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will be decided by Random Allocation. Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView provided by Environmental Systems Research Institute Inc or suitable substitute.

8. Offer of a place at this academy
Decisions will be posted to parents in accordance with the Authority’s CAS

9. Unsuccessful Applications
Any parent whose child is not offered a place at De Warenne Academy has the right to independent appeal

10. Waiting Lists

_________________________________
Pupils will be added to the waiting list of the academy if they were refused a place and the academy was ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until 15 school days from the start of the autumn term.

Places will only be allocated from the waiting list when the number of pupils falls below the admission limit of the academy. While the waiting list is in operation, when a place does become available, it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

11. In year transfers

Applications for admissions outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the Authority's In Year Transfer Form. The deadline for applications is Friday at 5.00pm.

Where there are sufficient places, an application will normally be agreed unless specific circumstances apply. However, admission may be refused if circumstances have changed since the year group was the year of entry and admission of an additional child would ‘prejudice the provision of education or the efficient use of resources’.

Where there are insufficient places for the number of applicants, all applicants will be ranked in accordance with the criterion listed above and places awarded accordingly.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is agreed, the Principal will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

Pupils are normally admitted to the academy at the start of the next new term other than with the prior approval of the Principal or in circumstances beyond the parent’s control, e.g. movement into the Borough.

Pupils are required to start at the academy within two weeks of the start date offered by the Principal and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the academy will not be considered, unless there has been significant and material change to either the families or the academy’s circumstances since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
In accordance with DFE requirements, where an ‘In Year Fair Access Protocol’ has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

12. Allocation of Places

If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school. The alternative school will be the next nearest school with vacancies, taking into account the Authority’s transport policy.

13. Admission to Sixth Form

The total number of children to be admitted each year will depend upon the published Admission Limit for the sixth form of the academy.

A pupil will only be admitted to the sixth form of the academy provided they meet the sixth form admission criteria of the academy.

Applications for admission to the sixth form, including pupils currently attending the academy must be made in writing direct to the academy.

Any parent whose child is not offered an academy place for which they have expressed a preference has the right to independent appeal.

14. General Information

False Information

Any place offered on the basis of fraudulent or intentionally misleading information will be withdrawn e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admissions purposes shall be the place where the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Footnotes

1 A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders)
and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

Further Information
Further, more detailed information about the admission process can be found in the Admission To School booklets, available from the academy or the LA as follows:
Telephone: 01302 737204 or 01302 737234
Address: Admissions and Pupil Services, Civic Building, Doncaster DN1 3BU
Email address: admissions@doncaster.gov.uk
Web: www.doncaster.gov.uk
Admission Arrangements  
2019/2020 School Year

1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able determine eligibility for places.

General Statement

2 In Doncaster, each school serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community’s children benefits greatly from the association of its schools.

Admission Number

3 A school must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of 224.

4 Where places are offered in excess of the admission number these are offered strictly in criteria order.

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form\(^1\) (AF) or Transfer Form\(^2\) (TF) under a Coordinated Admission Scheme\(^3\) (CAS).

Expressing A Preference

6 Applications for admission should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority’s CAS.

8 Late applications for the year of entry are processed in accordance with the relevant CAS.
Eligibility For A Place At School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children or all Previously Looked After Children**

b) **Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) **Link Schools**

Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

e) **Proximity**

Children who live nearest to the requested school measured in a straight line from the mid point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
The Offer Of A Place At A School

10 Decisions will be sent to parents in accordance with the Authority’s CAS.

Waiting Lists

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

In Year Transfers

13 Applications for in year transfers are considered in accordance with the LA’s CAS.

14 Applications should be made on the LA’s TF and submitted to the LA for consideration.

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent’s control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

Allocation Of Places

23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA’s CAS.

Admission To Sixth Form

24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

25 The total number of children to be admitted each year from outside of the school will depend upon the published Admission Number for the sixth form. This is to be set.

26 Priority is given to applications from pupils in year 11 already at the school.

27 External pupils will be admitted if the sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

Independent Appeals

29 If a place is not offered at the school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

30 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

False Information
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the school of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Further Information
Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

Explanatory Notes

i Common Application Form (AF)
This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

ii Common Transfer Form (TF)
This is a form used in the admission process on which parents express preferences to transfer a school or schools.

iii Co-ordination/Co-ordinated Schemes (CAS)
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv Looked After Children or all Previously Looked After Children
A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

v Ordinarily Resident/Residence
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi List of Link Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arksey Primary</td>
<td>Scawthorpe Sunnyfields Primary</td>
</tr>
<tr>
<td>Bentley High Street Primary</td>
<td>Scawthorpe Castle Hills Primary</td>
</tr>
<tr>
<td>Bentley New Village Primary</td>
<td>Toll Bar Primary</td>
</tr>
<tr>
<td>Kirkby Avenue Primary</td>
<td></td>
</tr>
</tbody>
</table>

vii Specific Circumstances For Refusal
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority’s School Improvement Review Group.
Admission Arrangements  
2019/2020 School Year

1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able determine eligibility for places.

General Statement

2 In Doncaster, each school serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community’s children benefits greatly from the association of its schools.

Admission Number

3 A school must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of 280.

4 Where places are offered in excess of the admission number these are offered strictly in criteria order.

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Formi (AF) or Transfer Formii (TF) under a Coordinated Admission Schemeiii (CAS).

Expressing A Preference

6 Applications for admission should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority’s CAS.

8 Late applications for the year of entry are processed in accordance with the relevant CAS.
Eligibility For A Place At School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children or all Previously Looked After Children**

b) **Catchment Area**
Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child’s place on that list will be updated in light of any new address.

c) **Siblings**
Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) **Link Schools**
Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

e) **Proximity**
Children who live nearest to the requested school measured in a straight line from the mid point of the pupil’s place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, ‘entrance nearest to the reception point’ will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
The Offer Of A Place At A School

10 Decisions will be sent to parents in accordance with the Authority’s CAS.

Waiting Lists

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

In Year Transfers

13 Applications for in year transfers are considered in accordance with the LA’s CAS.

14 Applications should be made on the LA’s TF and submitted to the LA for consideration.

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent’s control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.
Allocation Of Places

23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA’s CAS.

Admission To Sixth Form

24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

25 The total number of children to be admitted each year from outside of the school will depend upon the published Admission Number for the sixth form. This is to be set.

26 Priority is given to applications from pupils in year 11 already at the school.

27 External pupils will be admitted if the sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

Independent Appeals

29 If a place is not offered at the school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

30 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

False Information
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the school of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Further Information
Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.
Explanatory Notes

i Common Application Form (AF)
This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

ii Common Transfer Form (TF)
This is a form used in the admission process on which parents express preferences to transfer a school or schools.

iii Co-ordination/Co-ordinated Schemes (CAS)
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv Looked After Children or all Previously Looked After Children
A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

v Ordinarily Resident/Residence
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi List of Link Schools

<table>
<thead>
<tr>
<th>Hawthorn Primary School</th>
<th>Hatchell Wood Primary Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakeside Primary School</td>
<td>Atlas Academy</td>
</tr>
<tr>
<td>Bessacarr Primary School</td>
<td>Willow Academy</td>
</tr>
</tbody>
</table>

vii Specific Circumstances For Refusal
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority’s In Year Fair Access Policy.
Admission Arrangements for Hungerhill School
2019/2020 School Year

1 This is the admission arrangements for the 2019/2020 school year for Hungerhill School.

2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at Hungerhill School. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

3 In Doncaster, each school serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, Hungerhill School becomes part of the provision for a community and the education of the community’s children benefits greatly from the association of its schools.

In addition, Hungerhill School is part of the ‘Brighter Futures Learning Partnership Trust’. The other members of this Trust are Barnby Dun Primary School; Dunscliffe Primary School; Kirk Sandall Infant School and the ‘BEAK’ Children’s’ Centre; Kirk Sandall Junior School; Canon Popham V.A. Primary School; Doncaster Rovers Football Club; Doncaster Primary Care Trust; John Leggott College and the Local Authority. The aims of the Trust are to increase the life chances of all young people in the community by working together to provide the best possible learning experiences for children and young people in the partner schools; to address barriers to learning of all kinds; to ensure children and young people in the community are fit and healthy and to strengthen specialist provision in science, mathematics and computing. **It is therefore important that the admission arrangements for Hungerhill School take into account the need to offer a place, as far as possible, to all children who attend one of our Trust partner schools.**

Admission Number

4 A school must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, Hungerhill School consults with the LA and has set a temporary limit of **224** to accommodate the bulge in numbers from our feeder schools.
Before making a final decision, Hungerhill School considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

In the case of the year of entry, a child may not normally be refused admission to Hungerhill School on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form (CAF) under a Coordinated Admission Scheme (CAS).

Expressing A Preference - Year of Entry

Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Authority’s CAS. Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion f) being the final tie breaker.

a) Looked After Children or Previously Looked After Children

b) Catchment Area

Children who are ordinarily resident in the catchment area of Hungerhill School. For applications for the year of entry received by the closing date for late applications, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child’s place on that list will be updated in light of any new address.

c) Trust Partner Schools

Children attending a school which is a member of the ‘Brighter Futures Learning Partnership Trust’ and who have, on the closing date for late applications, attended a Trust Partner School continuously for more than one calendar year

d) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school at the point of admission.
Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc., priority for available places will be given in order of birth, eldest first.

e) Proximity

Children who live nearest to the requested school measured in a straight line from the point of the front entrance of the pupil’s place of ordinary residence, to the entrance nearest to the reception of Hungerhill School.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At The School

10 Decisions will be posted to parents in accordance with the Authority’s CAS.

Unsuccessful Applications

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

12 Pupils will be added to the waiting list(s) of schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

In Year Transfers

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the Authority’s Common Application Form for In-Year Admission. The deadline for applications is Friday at 5.00pm.

15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent’s control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

**Independent Appeals**

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

24 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to:

    Litigation and Education Section  
    Directorate of Resources  
    Doncaster Council  
    Civic Office  
    Waterdale  
    Doncaster  
    DN1 3BU.

**General Information**

**False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.
Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Explanatory Notes

i Common Application Form (CAF)
This is a form used in the admission process on which parents express preferences for a school or schools.

ii Co-ordinated Admissions Scheme (CAS)
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children
Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children’s Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

iv Ordinarily Resident
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority’s School Improvement Review Group.
THE McAULEY CATHOLIC HIGH SCHOOL ADMISSION POLICY 2019-20

THE McAULEY CATHOLIC HIGH SCHOOL was founded to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 280 pupils to year 7 in the school year which begins in September, 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority: Note – in every category siblings are given higher priority

1. Catholic looked after and previously looked after children. (notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely, Our Lady’s, Armithorpe • St Francis Xavier, Balby • Our Lady’s, Bentley • St. Peter’s, Doncaster • St. Mary’s, Edlington • St. Patrick’s, Harworth • St. Joseph’s, Retford • St. Joseph’s, Rossington • Holy Family, Stainforth • Our Lady of Mount Carmel, Wheatley Hills • St Joseph’s & St Theresa’s, Woodlands
3. Other Catholic children (i.e. those attending non-Catholic Schools or Catholic Schools in another area).
4. Other looked after and previously looked after children. (note 2)
5. Catechumens and members of an Eastern Christian Church. (notes 5&6)
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 7&8)
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

Diocese of Hallam – approved September 2017
Appendix One

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made.

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.

(iii) Children who attend a Feeder Catholic primary school at the time of application will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) and (ii) above.”

Tie Break

Proximity

Children who live nearest to the requested school measured in a straight line from the centre point of the child’s ordinary place of residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, ‘entrance nearest to the reception point’ will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form [(excluding admission to year 12)] available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 or 6. The Supplementary Information Form should be returned to The McAuley Catholic High School c/o Admissions Clerk by December 31st.

You will be advised of the outcome of your application on 1st or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 or 6, and this is likely to affect your child’s chance of being offered a place.
Appendix One

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2019

Late Applications

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to The Admissions Clerk, McAuley Catholic High School, Cantley Lane, Doncaster, DN3 3QF at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher’s statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until [insert date being the last day of the summer term]

Inclusion in the school’s waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting [insert name and address].

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)
Appendix One

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.

2. A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A ‘previously looked after child’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

3. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those Catholics who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.

5. ‘catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

6. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. “children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŰN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian
Appendix One

denominations’ at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. ‘brother or sister’ includes:

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent’s partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.

10. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

Appeals

Appeals against the Governing Body’s decision to refuse an admission If a place is not available, parents have the right of appeal. An Independent Appeals Panel formed in accordance with the DFE Admission Appeal Code will hear such appeals against non-admission. Details of the appeals process will be made available to all unsuccessful applicants. Normally, appeal hearings will be held within 30 school days of the appeal being lodged. If a place is not available parents will be informed within one week of their right to appeal.

Signed ________________________ Chair of Governing Body

Date ______________________

Review date __________________
Admissions Policy

Responsibility for review:
Effective date:
Review date:
Admission Arrangements for Mexborough Academy

2019/2020 School Year

1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able determine eligibility for places.

General Statement

2 In Doncaster, each school serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community’s children benefits greatly from the association of its schools.

Admission Number

3 A school must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of 224.

4 Where places are offered in excess of the admission number these are offered strictly in criteria order.

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form\(^i\) (AF) or Transfer Form\(^ii\) (TF) under a Coordinated Admission Scheme\(^iii\) (CAS).

Expressing A Preference

6 Applications for admission should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority’s CAS.

8 Late applications for the year of entry are processed in accordance with the relevant CAS.
Eligibility For A Place At School - Oversubscription Criteria

9. This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) Looked After Children or all Previously Looked After Children

b) Catchment Area

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child’s place on that list will be updated in light of any new address.

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) Link Schools

Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

e) Proximity

Children who live nearest to the requested school measured in a straight line from the mid point of the pupil’s place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, ‘entrance nearest to the reception point’ will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
The Offer Of A Place At A School

10 Decisions will be sent to parents in accordance with the Authority’s CAS.

Waiting Lists

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

In Year Transfers

13 Applications for in year transfers are considered in accordance with the LA’s CAS.

14 Applications should be made on the LA’s TF and submitted to the LA for consideration.

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is offered, the head teacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the head teacher of the school or in circumstances beyond the parent’s control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the head teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.
Allocation Of Places

23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA’s CAS.

Independent Appeals

24 If a place is not offered at the school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

25 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

False Information
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the school of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Further Information
Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

Explanatory Notes

i Common Application Form (AF)
This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

ii Common Transfer Form (TF)
This is a form used in the admission process on which parents express preferences to transfer a school or schools.

iii Co-ordination/Co-ordinated Schemes(CAS)
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv Looked After Children or all Previously Looked After Children
A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Ordinarily Resident/Residence**
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

**List of Link Schools**

<table>
<thead>
<tr>
<th>New Pastures Primary</th>
<th>Montagu Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highwoods Academy</td>
<td>Mexborough St John’s C of E Primary</td>
</tr>
<tr>
<td>Windhill Primary</td>
<td></td>
</tr>
</tbody>
</table>

**Specific Circumstances For Refusal**
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority’s In Year Fair Access Policy.
ADMISSION POLICY
2019/2020 School Year

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 the 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 Children, Schools and Families (“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 law 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 B, the Academy Trust will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.

4. Notwithstanding any provision in this Agreement, the Secretary of State may:
   (a) direct the Academy Trust to admit a named pupil to the Outwood Academy, Adwick on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.

   (b) direct the Academy Trust to admit a named pupil to the Outwood Academy, Adwick 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.

5. The Academy Trust shall ensure that parents and ‘relevant children’ 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 Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

6. The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

7. In paragraphs 5 and 6 above, ‘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.
PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

Admission Number(s)

8. The Academy Trust has the following agreed admission numbers for the Academy for the year 2015/16 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

210 for pupils in Year 7

The planned number of post-16 places is 250. Any change to this number will be negotiated with the appropriate authority with responsibility for post-16 planning. The Academy will publish specific criteria in relation to minimum requirements for the range of courses available, based on accredited examination grades or other indicators of prior attainment, in its sixth form prospectus and on the website.

9. In any specific year, the Academy Trust may set a higher admission number than the Outwood Academy, Adwick’s agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult as appropriate. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

10. If the Academy admits a total of 26 pupils in excess of its admission number in any 3 year period it will determine a higher admission number, after consultation.

Process of Application

11. Arrangements for applications for places at the Outwood Academy, Adwick will be made in accordance with the LA’s co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

12. The Academy Trust will use the Doncaster LA’s timetable for applications to the Outwood Academy, Adwick each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Doncaster LA as agreed by the, Admissions Forum, Doncaster LA, local schools and Academies.

13. There is a national closing date for applications as follows:

31 October for secondary applications;

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

14. The Academy Trust will consider all applications for places at the Outwood Academy, Adwick. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Outwood Academy, Adwick to all those who have applied.

15. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After
the admission of pupils with statements of Special Educational Needs where the Outwood Academy, Adwick is named on the statement, the criteria will be applied in the order in which they are set out below

a) **Looked After Children or all previously Looked After Children**

b) **Catchment Area**
Children who are ordinarily resident in the catchment area of the preferred school. A full list of the individual addresses within the catchment area are available from the Academy or directly from the Local Authority via its website

c) **Siblings**
Children who are living within the same family unit (e.g. stepchildren) who will be attending the school, (excluding sixth form and nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.
Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given by drawing lots.

d) **Link Schools**
Children attending a school which is a linked pyramid school and who have, on the initial closing date for late applications, attended that school continuously for more than one calendar year.
This criterion does not apply in the case of the admission of pupils from nurseries.
A full list of the Link Schools is available from the Academy or directly from the Local Authority via its website

e) **Proximity**
Children who live nearest to the requested school measured in a straight line from the point of the front entrance of the pupil’s place of ordinary residence, to the entrance nearest to the reception point of the school building.

In the case of split site schools, ‘entrance nearest to the reception point’ will refer to the site the pupil attends for the purpose of morning registration. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by Random Allocation.

Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

**Tie Breaker**
Preferences for each school will be sorted in the order of the criterion outlined above. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

**Post 16 admission criteria**

16. The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. These academic entry requirements will be the subject of consultation and published in the Academy’s prospectus and in the LA composite admissions prospectus.
The Outwood Academy Adwick operates a sixth form for a total of 250 students with priority given to applications from pupils in year 11 at Outwood Academy Adwick. It will not admit external applicants to its sixth form unless undersubscribed by its own pupils.

In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the Academy’s Year 7 oversubscription criteria. There will be a closing date for external sixth form applications that will be published each year in the prospectus.

Where there is space within Year 13 (i.e. where there are fewer than 210 pupils in the year group) the Academy will admit additional pupils up to this number using the criteria referred to above.

17. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

**Operation of waiting lists**

18. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the Outwood Academy, Adwick receives more applications for places than there are places available, a waiting list will operate until [at least the end of the first term (normally late December). This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

19. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria, above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Arrangements for Admitting Pupils to Other Year Groups, Including To Replace any Pupils who have Left the Outwood Academy, Adwick**

20. From 2015-2016 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies’ right to determine which applicants have priority for admission.

21. Subject to any provisions in the LA’s co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria [or for post-16 places] shall apply. Parents whose application is turned down shall be entitled to appeal.

**Arrangements for Admission of pupils as the Outwood Academy, Adwick Builds to its Full Capacity**

22. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Outwood Academy Adwick and the efficient use of resources.

23. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.
ADMISSION POLICY
2019/2020 School Year

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 the 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 Children, Schools and Families (“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 law 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 B, the Academy Trust will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.

4. Notwithstanding any provision in this Agreement, the Secretary of State may:
   (a) direct the Academy Trust to admit a named pupil to the Outwood Academy, Danum on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
   (b) direct the Academy Trust to admit a named pupil to the Outwood Academy, Danum 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.

5. The Academy Trust shall ensure that parents and ‘relevant children’ 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 Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

6. The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

7. In paragraphs 5 and 6 above, ‘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.

**PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY**

**Admission Number(s)**

8. The Academy Trust has the following agreed admission numbers for the Academy for the year 2019/20 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

280 for pupils in Year 7

9. In any specific year, the Academy Trust may set a higher admission number than the Outwood Academy Danum’s agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult as appropriate. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

**Process of Application**

10. Arrangements for applications for places at the Outwood Academy, Danum will be made in accordance with the LA’s co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

11. The Academy Trust will use the Doncaster LA’s timetable for applications to the Outwood Academy, Danum each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Doncaster LA as agreed by the, Admissions Forum, Doncaster LA, local schools and Academies.

12. There is a national closing date for applications as follows:

   31 October for secondary applications;

   The Academy will ensure its application processes enable parents to apply before these deadlines.

**Consideration of Applications**

13. The Academy Trust will consider all applications for places at the Outwood Academy, Danum. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Outwood Academy, Danum to all those who have applied.

14. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Outwood Academy, Danum is named on the statement, the criteria will be applied in the order in which they are set out below

   a) **Looked After Children or all previously Looked After Children**
b) Catchment Area
Children who are ordinarily resident in the catchment area of the preferred school. A full list of the individual addresses within the catchment area are available from the Academy or directly from the Local Authority via its website.

c) Siblings
Children who are living within the same family unit (e.g. stepchildren) who will be attending the school, (excluding sixth form and nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.
Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given by drawing lots.

d) Link Schools
Children attending a school which is a linked pyramid school and who have, on the initial closing date for late applications, attended that school continuously for more than one calendar year.
This criterion does not apply in the case of the admission of pupils from nurseries.
A full list of the Link Schools is available from the Academy or directly from the Local Authority via its website.

e) Proximity
Children who live nearest to the requested school measured in a straight line from the point of the front entrance of the pupil’s place of ordinary residence, to the entrance nearest to the reception point of the school building.
In the case of split site schools, ‘entrance nearest to the reception point’ will refer to the site the pupil attends for the purpose of morning registration. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by Random Allocation.
Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

Tie Breaker
Preferences for each school will be sorted in the order of the criterion outlined above. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

Operation of waiting lists
15. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the Outwood Academy, Danum receives more applications for places than there are places available, a waiting list will operate until [at least the end of the first term (normally late December). This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.
16. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria, above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
Pupils who have Left the Outwood Academy, Danum

17. From 2015-2016 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies’ right to determine which applicants have priority for admission.

18. Subject to any provisions in the LA’s co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for Admission of pupils as the Outwood Academy, Danum Builds to its Full Capacity

19. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Outwood Academy Danum and the efficient use of resources.

20. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.
Admission Arrangements for

Ridgewood School

2019/20
Admission Arrangements for Ridgewood School:
The Academy @ Ridgewood Trust
2019/2020 School Year

1  The Governing Body (GB) of The Academy @ Ridgewood Trust is the Admission Authority for the school, and only they are able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able determine eligibility for places.

General Statement

2  Traditionally, each school serves a local community, usually referred to as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary school and a group of linked primary schools, who will have a defined relationship with the school. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

3  A school must have an admission number for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the school in question’. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school sets an admission number which, for 2019/20 is 240.

4  Where places are offered in excess of the admission number these are offered by decision of the Governing Body against specific criteria. Those criteria listed in the oversubscription criteria are dealt with in the criterion order given.

5  A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form (AF) or Transfer Form (TF) under a Coordinated Admission Scheme (CAS).

Expressing A Preference

6  Applications for admission should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

7  The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority’s published CAS.

8  Late applications for the year of entry are processed in accordance with the relevant CAS.

Eligibility For A Place At School - Oversubscription Criteria

9  This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criteria outlined below. Each is applied in order of priority as tie breakers, with criterion f) being the final tie breaker.
a) **Looked After Children or all Previously Looked After Children**

b) **Catchment Area**
Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) **Siblings**
Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) **Children who are pupils of Primary Schools in a defined relationship with Ridgewood School: The Academy @ Ridgewood Trust, supported by a Memorandum of Understanding**
Children who are pupils of such schools, with a Memorandum of Understanding current as at 1 September 2012, having been on roll at that school on the closing date for late applications, and having attended that school continuously for more than one calendar year.

**Primary Schools currently in this category**
Barnburgh Primary, Copley Junior, Richmond Hill Academy, Rosedale Primary, Scawsby Saltersgate Junior

e) **Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child’s ordinary place of residence, to the entrance nearest to the reception point of the school building.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

**The Offer Of A Place At A School**

10 Decisions will be sent to parents in accordance with the Authority's CAS.

**Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criterion order given above and will operate until the end of the autumn term.
12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises, after consultation with the school.

In Year Transfers

13 Applications for in year transfers will be considered in accordance with the policy and practice of Ridgewood School: The Academy @ Ridgewood Trust and with the LA's CAS. Notification of the offer of such a place will only be made once agreed between the school and the LA.

14 Applications should be made on the LA's TF and submitted to the LA for consideration by the school in line with the LA's CAS and relevant policy and practice.

15 After such consultation a pupil will normally be deemed eligible for a school place if there are sufficient places, unless specific circumstances apply.

16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is offered under the above approach (14-16), the school will, within two weeks of the decision that an offer of a place is agreed, determine a start date, unless circumstances under point 15 above apply.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the school. Circumstances beyond the parent's control, e.g. movement into/within the Borough, to take up residence in the catchment area, may be considered highly relevant in determining the approach to any individual case, though this is discretion.

20 Pupils are normally required to start at the school on the start date offered. Where circumstances oblige, this can be within two weeks of that date. Places cannot be held open beyond this period. Applicants must be in a position to take up a place within the relevant stated period.

21 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 to either the families or the schools circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DFE requirements pupils may be admitted with reference to any Fair Access Protocol in which the school is an active participant at the time, outside of the normal admission arrangements noted above. This would be only following full negotiation, due process, and agreement between the LA and the school (paragraph 1 above applies).
Allocation Of Places

23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school, the LA, in line with its CAS will offer a place at an alternative school as appropriate.

Admission To Post 16 Provision

24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the Post 16 provision. Both internal and external pupils wishing to enter Year 12 will be expected to have met the minimum academic entry requirements for Post 16 Provision.

25 Priority is given to applications from pupils in year 11 already at the school.

26 External pupils can, and it is envisaged will be, admitted to the Post 16 provision. If there is a need to limit the admission number for external applicants this limit will be set in light of the pupil number parameters notified by the EFA. If there are more applicants who meet the minimum academic entrance requirements than there are places, the school will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted from this external cohort, the criteria set out in section 9 above will be applied, as will the availability of places on specific courses applied for.

27 The closing date for external sixth form applications in the normal application round is 26 January 2018.

Independent Appeals

28 If a place is not offered at the school parents, and in the case of Post 16 the student, have the right to appeal to an Independent Appeal Panel. Details of the procedure will be sent to parents/students who indicate their intention to appeal.

29 Parents/students who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

False Information
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the school of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Further Information
Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.
Explanatory Notes

i Common Application Form (AF)
This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

ii Common Transfer Form (TF)
This is a form used in the admission process on which parents express preferences to transfer a school or schools.

iii Co-ordination/Co-ordinated Schemes (CAS)
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv Looked After Children or all Previously Looked After Children
A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

v Ordinarily Resident/Residence
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi Schools with current Memorandum of Understanding defined relationships with Ridgewood School: The Academy @ Ridgewood Trust
Barnburgh Primary, Copley Junior, Richmond Hill Academy, Rosedale Primary and Saltersgate Junior schools.

vii Specific Circumstances For Refusal
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and following discussion and agreement between the School and the Local Authority.
Admissions Policy
2019-20

Introduction

The Rossington All Saints Academy, is situated in the Diocese of Sheffield and is sponsored by the Delta Academies Trust in partnership with the Diocese of Sheffield and Doncaster Local Authority.

The academy provides a distinctively Christian education for children aged 11 to 18 years and primarily serves the catchment area of the Rossington pyramid primary schools which corresponds to the ecclesiastical parishes of St Michael's Rossington and St Luke's New Rossington.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being ‘distinctively Christian’ and ‘serving the local community’ are reflected in the academy’s admission criteria.

Rossington All Saints Academy is a Delta Academies Trust in which the Governing Body is the Admission Authority and responsible for admissions.

This policy should be read in conjunction with the rest of the Admissions booklet.

The admission number for 2019-2020 is 150 and children will be admitted during the Autumn term prior to their 12th birthday.

Please contact the academy if you need help in completing the Common Application Form or Supplementary Information Form.

Making an Application

1. Applications are made online.
2. To support your application to The Rossington All Saints Academy, you may need to complete the Supplementary Information Form. This is not an application form for admission to academy but will be used by the academy when applying the admissions criteria.
3. The online form should be submitted by 31 October. The Supplementary Information Form (if applicable), should be sent directly to the school.

Criteria For Admission
- Children who have a statement of special educational need and the academy is named as the most appropriate education setting for the child will be admitted
Oversubscription Criteria
Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Looked after Children or all Previously Looked After Children

2. The children of parents/carers who are resident within the catchment area of the Rossington pyramid primary school which corresponds to the ecclesiastical parishes of St Michael's Rossington and St Luke’s New Rossington.

3. The children of parents/carers who are resident outside of the catchment area of the Rossington pyramid primary schools which corresponds to the ecclesiastical parishes of St Michael’s Rossington and St Luke’s New Rossington and whose:-
   a. Parents/carers and/or child/children regularly and frequently attend the parish churches of St Michael’s or St Luke’s and will have an elder brother or sister in the academy at the anticipated time of admission.
   b. Parents/carers and/or child/children regularly and frequently attend the parish churches of St Michael’s or St Luke’s.
   c. Parents/carers and/or child/children regularly and frequently attend another Church of England church and will have an elder brother or sister in academy at the anticipated time of admission.
   d. Parents/carers and/or children/children regularly and frequently attend another Church of England Church.
   e. Parents/carers and/or child/children regularly and frequently attend another Christian denomination participating in “Churches Together in England” and will have an elder brother or sister in academy at the anticipated time of admission.
   f. Parents/carers and/or child/children regularly and frequently attend another Christian denomination participating in “Churches Together in England.”
   g. Parents/carers of Other Faiths with an existing child in academy at the anticipated time of admission.
   h. Parents/carers of Other Faiths who wish their child to attend this Church of England Aided Academy.
   i. Parents/carers with an existing child in academy at the anticipated time of admission.
   j. Parents/carers who wish their child to attend this Church of England Aided Academy.

4. All other Children.

Tie Breaker
Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the academy, using the Local Authority’s computerised measuring system, with those living closer to the academy receiving higher priority.

In the event of two or more children living equidistant from the academy, the place will be decided by drawing lots. The first name drawn will be offered the place.

Definitions
Looked after Children or all Previously Looked After Children
A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders
replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Definition 1 - Brother/Sister (Sibling)
References to brother/sister includes; half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address

Definition 2 - Parent/Carer
A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend. ‘Family members’ include only parents and siblings

Definition 3 - Regular Church Attendance
Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in ‘Churches Together in England’ for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form

Definition 4 – Churches Together in England
Ref: www.churches-together.org.uk
Member churches:
Antioch Orthodox Church; Baptist Union of Great Britain; Cherubim and Seraphim Council of Churches; Church of England; Church of God of Prophecy; Church of Scotland (in England); Congregational Federation; Coptic Orthodox Church; Council of African and Caribbean Churches UK; Council of Oriental Orthodox Christian Churches; Icthus Christian Fellowship; Independent Methodist Church; International Ministerial Council of Great Britain; Joint Council for Anglo-Caribbean Churches; Lutheran Council of Great Britain; Methodist Church; Moravian Church; New Testament Assembly; New Testament Church of God; Oecumenical Patriachate; Redeemed Christian Church of God, Religious Society of Friends; Roman Catholic Church; Russian Orthodox Church; Salvation Army; Seventh Day Adventist (Observer); Transatlantic Pacific Alliance of Churches; United Reform Church; Wesleyan Holiness Church

Definition 5 - Place of Residence
The child’s ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the latest date for receiving applications for admission to the academy.

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 normally be the property at which the child resides with the parent or person or persons with parental responsibility for the greater part of the week.

Late Applications
Late applications will be dealt with in accordance with the LA scheme.
Waiting List
1. Names of children will automatically be placed on the waiting list for this academy when the child has been refused admission.
2. A vacancy only arises when the number of offers to the academy fall below the admission number.
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 oversubscription criteria.
5. Following the offer day, should an application be received for the academy where the pupil has a higher priority, as determined by the admissions criteria for a place at the academy, they will be placed on the list, above those with a lower priority.
6. The waiting list will be held until the end of the autumn term in the year of entry.

False Information
1. Where the Governing Body has made an offer of a place at this academy 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 academy, the offer of a place will be withdrawn.
2. Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the academy.
3. 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.

Applications outside of the normal admissions round
Applications outside the normal admissions round will be with in accordance with the LA scheme.

6th Form Admission - Applications for 6th Form and Transfer from Year 11
The entry requirements for 6th Form are largely dependent upon the course of study that a student wishes to access. They are the same for internal and external students and are communicated to all prospective applicants each year.

Students currently in Year 11 at the academy and transferring to 6th Form are not required to fill in separate application forms but do have to meet the academic criteria to qualify for entry into the sixth form.

Applicants to 6th Form from outside the academy are required to complete the application form available from the academy or by using the Common Application Process.

In the event that there are more applicants from outside the academy than places available, the standard over subscription criteria will apply.

The fact that a student meets the minimum academic requirements to the academy’s 6th Form does not necessarily guarantee them a place if the academy is oversubscribed.

Appeals against the Governing Body’s decision to refuse admission
1. If a place is not offered at the Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local education authority.
2. Parents who intend to make an appeal against the Governing Body’s decision to refuse admission must submit a notice of appeal within 10 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

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

Statement of Intent

‘Our College vision is to provide a personalised education in a safe environment promoting self-discipline, motivation and excellence in learning, through which we will develop together as life-long learners and socially responsible citizens.’

From this comes our College Motto ‘Learning for Life, Succeeding Together’.

Introduction

Sir Thomas Wharton Community College is an inclusive college where we focus on the well-being and progress of every child and where all members of our community are of equal worth. We are an 11–18 co-educational college with an admission limit of 210.

This figure was calculated on the accommodation and facilities available to deliver the National Curriculum effectively to our students. While the college serves a diverse community, the majority of students come from well below average social and economic backgrounds. The specialist support and provision that we are currently able to offer these pupils would be compromised, if the admission limit was extended.

A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a college which is ranked higher on an Application Form\(^1\) (AF) or Transfer Form\(^2\) (TF) under a Coordinated Admission Scheme\(^3\) (CAS).

Admission Arrangements

The Governing Body is the Admission Authority for Sir Thomas Wharton Community College and so decides who is eligible for a place at the college. Neither the Headteacher nor their representatives are able to determine eligibility for places.

General Statement

Sir Thomas Wharton Community College serves the local community, known as the ‘catchment area’. These arrangements reflect the philosophy that ‘efficient education’ is particularly fostered by closely associating a secondary college and a group of linked primary schools, in a pyramid. In this way, the college becomes part of the provision for a community and the education of the community’s children benefits greatly from the association of its schools.

Expressing a Preference

Applications for admission should be made in accordance with the relevant CAS.

Closing Date for Receipt of Parental Preferences
The closing dates for receipt of preferences for the year of entry are in accordance with the Authority’s CAS.

Late applications for the year of entry are processed in accordance with the relevant CAS.

Eligibility for a Place at Sir Thomas Wharton Community College - Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Children in Public Care**

b) **Catchment Area**
Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child’s place on that list will be updated in light of any new address.

c) **Siblings**
Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) **Link Schools**
Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

e) **Proximity**
Children who live nearest to the requested school measured in a straight line from the point of the front entrance of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
**The Offer of a Place at a School**

Decisions will be sent to parents in accordance with the Authority’s CAS.

**Waiting Lists**

For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

**In Year Transfers**

Applications for in year transfers are considered in accordance with the LA’s CAS.

Applications should be made on the LA’s TF and submitted to the LA for consideration.

A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent’s control, e.g. movement into the Borough.

Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DCSF requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.
Allocation of Places

If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA’s CAS.

Admission to Sixth Form

The College will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

The total number of children to be admitted each year from outside of the college will depend upon the published Admission Number for the sixth form. This is set at 250.

Priority is given to applications from students in year 11 already at the college.

External pupils will be admitted if the sixth form is undersubscribed by its own students. In such circumstances it will apply the same academic entry requirements as it does to students already on roll in the college. If a tie-break is necessary to determine who is admitted, the criteria set out above will be applied.

Independent Appeals

If a place is not offered at the college parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

General Information

False Information
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the college of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the college week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Further Information
Further, more detailed information about the admission process is available in the Admission to School Booklets, from the college or the LA.
Explanatory Notes

i Common Application Form (AF)
This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

ii Common Transfer Form (TF)
This is a form used in the admission process on which parents express preferences to transfer a school or schools.

iii Co-ordination/Co-ordinated Schemes (CAS)
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv Children In Public Care
A child in public care refers to a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989.

v Ordinarily Resident/Residence
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi List of Link Schools
Hill Top Primary School
Edlington Victoria Primary School
Warmsworth Primary School
Wadworth Primary School
Estfeld Primary School, Tickhill
Tickhill St Mary’s Church of England Primary School

vii Specific Circumstances For Refusal
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority’s School Improvement Review Group.

Policy Approval by ..................Governing Body on .............

Review date........................

The Hayfield School administers admissions in such a way as to reflect and have due regard to:

(a) Statutory Calculation related to the size of the building. It is these calculations, which indicate the pupil admission limit for each year group. This is currently at 210 pupils in Years 7, 8, 9 and 10 for September 2019 and 180 pupils in Year 11.

(b) Local and historical practice of giving priority where possible to pupils residing within the formal catchment area of the school, as defined by the collective catchment of Pyramid schools.

(c) The admissions code currently in force.

(d) Advice and guidance as appropriate from the local Admissions Forum established under the above code and the DCSF.

Co-Ordination of Admission Arrangements for Year 7 September Entry Only

Under the Statutory Admissions Code referred to in (c) above the school, in line with all other schools in Doncaster and the surrounding area will be subject to Co-Ordination of Admission Arrangements by Doncaster LA.

This in effect means that parents will be allowed to complete only one application form for admissions and on that form they will be allowed to express up to three preferences for the school of their choice.

Parents should note that The Hayfield School Admissions Committee will deal with any application forms on the basis of all preferences being treated as equal. This means that all application forms, which name The Hayfield School, irrespective of preference, will be considered when deciding places to be offered.

In the event of the Pupil Admission Limit being exceeded the Over-subscription Criteria will be applied to all applications.

All applicants should note that once criteria related data has been sent to the LA (i.e. by the end of the second school week in December) the address on the original application form will be the one used for the basis of all decisions.

All application forms should be submitted to the LA. The LA will in turn forward the forms to the relevant Admissions Authorities for consideration.

Application for Admission: In Year Applications

Applications for admission can be forwarded to the Local Authority, and are considered, where appropriate, by the Admissions Committee of the school. Applications are invited from any parent or guardian who should note the following:-

- The school is non-selective. The school accepts applications on behalf of any pupil and admits pupils on roll without reference to ability, aptitude, or religion.
- The pupil admissions limit into any one year group is 210 pupils in Years 7, 8, 9 and 10 for September 2019 and 180 pupils in Year 11. This limit is set by statutory calculations already referred to in (a) above.
- Prior to formal meetings of the Admissions Committee the school reserves the right to check the details on any application form and ask for any necessary evidence to support the application in order to deter fraudulent or misleading applications.
- After consideration the school advises the Local Authority regarding any offers of a place or refusals, who then issue the appropriate letter on the school’s behalf.
• In terms of an offer of a place no deadline for acceptance or decline is set, however a reasonable time scale for response is expected and the LA will follow up on any offer if need be.

• The offer of a place does not constitute enrolment within the school, this only occurs on the first day of attendance.

• After due consideration offers of a place or refusals will be sent in writing to applicants as soon as possible:
  – The offer of a place will be on the basis of a strict time limit for acceptance (usually 14 days) or the offer may be withdrawn.
  – The offer of a place does not constitute enrolment within the school, this only occurs on the first day of attendance.

Parents also need to be aware of additional constraints that are operative:

• Clearly there is more chance that a year group will be full and a refusal to admit would be “more normal” in an oversubscribed school.

• If a place is offered in-year formal acceptance will be required in the normal way and in addition there is an expectation that the place will be taken up (i.e. the child attend on the first day) by an agreed date or the offer may be withdrawn.

• All refused applicants in Year 7 - 11 will be added to the Waiting List according to the over-subscription criteria.

**Over Subscription Criteria**

In the event that there are more applications than there are places available in any one year then over-subscription criteria will be applied:

1. ‘Looked After’ children as defined by the Children’s Act 1989 (subject to Care Orders and/or accommodated by the Doncaster Local Authority.

2. All other children permanently residing within the formal catchment area of the school.

3. Children who are living within the same family unit who are attending the school at the time of application, and who will also be on role at the school at the point of admission.

4. Children of staff
   a) where the member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made, or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Children not resident in the formal catchment but who will have attended a current Pyramid school of The Hayfield School for the full academic year prior to admission. The current Pyramid schools are as listed in the Explanatory Notes.

6. In the event that the Pupil Admission Limit is not reached after application of the above criteria (i.e. there are still places left), then distance to the school is used as the deciding factor for all other applications. Distance is measured by a straight line from the main foyer entrance door of the school to the main entrance door of the permanent residence. The application with the permanent residence closest to the school will be offered the place.

In the event that the Pupil Admission Limit is reached within any of the criteria above then distance to the school is applied as a tie-breaker.

**NOTE:** Please refer to the attached Explanatory Notes/Definitions at the end of this policy.

**Waiting Lists/Refused Applications**

The school operates and maintains waiting lists for Years 7 - 11 which are kept in strict rank order according to the application of the over subscription criteria. The school is statutorily not allowed to keep waiting lists in ‘date of application form received’ order. As and when places become available at the school the persons at the top of the waiting lists are duly offered places automatically.

Parents should be aware that their place on the waiting list is not fixed, and that they can move up or down according to the application of the over-subscription criteria as new applications are received. Periodically the Admissions Secretary will consult with each person on the waiting list to ascertain whether or not they wish to remain upon it.

The waiting list for entry into any new Year 7 in September is established once administrative procedures have been completed following the formal formation of the new year group.
**Offers of Place:**
It should be noted that once an offer has been made and accepted, the child must attend school within 10 school days of the acceptance date.

**Right of Appeal:**
- All refused applicants in Years 7 – 11 will be advised of a right of Appeal given a refusal of an offer of place

**Explanatory Notes / Definitions**

**FORMAL CATCHMENT AREA**
The formal catchment area of the school which is defined as the existing collective LA catchment areas of the Pyramid schools (Auckley Junior and Infant; Bawtry Mayflower Primary; St. Oswald’s Church of England Academy Finningley; Hayfield Lane Primary; and Branton St Wilfrid’s Church of England Primary) and includes: Bawtry, Austerfield, Finningley, Blaxton, Auckley, Branton and Old Cantley.

**‘LOOKED AFTER’ CHILDREN**
Children who are subject to care orders and interim care orders, or who are accommodated by the Local Authority in full time placements.

**RESIDENCE**
“A permanent residence for purposes other than solely for educational reasons at which the person or persons with parental responsibility for the child resides with said child”

All applicants are required to satisfy this definition in order to qualify as living In Catchment, for this reason Tenancy Agreements, proposed property sales and transactions and continued ownership of other property in the local area may be thoroughly investigated to ensure that the application address is valid. The above also applies where there is a split family situation

**SPLIT FAMILIES**
For admission purposes, 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 school week. The school will require legal or other verified documentation to support the address information.

**FALSE INFORMATION**
Where the Admissions Committee has made an offer of a place on the basis of information which subsequently proves to be fraudulent or intentionally misleading, then the offer of a place will be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn by the Governing Body taking into account the length of time the child has been at the school.

Where a place or an offer has been withdrawn the application will be reconsidered by the Admissions Committee and a right of appeal offered if the place is refused.

**SIBLINGS:**
Are defined as those children who legally share one parent in common, and reside with that parent in the same family unit.

**TWINS:**
The schools considers applications received on behalf of twins/triplets etc as equal applications and for the purpose of an offer of a place are treated as one application in the event of over-subscription i.e. if only one place is available but twins are applying and are top of the waiting list both will be accepted.

**TRAVELLERS CHILDREN:** Can only be deemed to be ‘resident’ at a registered/designated site

**TIE-BREAKER:**
In the event of there being more applicants in any one of the above criteria than there are places available, priority will be given to those whose permanent address is nearest to The Hayfield School (as measured by a straight line distance from the main foyer entrance door of the school to the main entrance door of the permanent address).

Should the ‘tie-breaker’ rule have to be applied, the school will use whatever reasonable facilities that may be available to them to determine the straight-line

The Hayfield School Admission Policy: 2019-2020
distance from the main foyer entrance door of the school to the main entrance door of the permanent address.

These facilities will include some or all of the following:-
- Liaison with the Doncaster LA and use of their GPS system
- Visits to the site

**WAITING LISTS:**
Once established this is maintained for Years 7-11 and names will be added in rank order according to the Criteria (including application of the tie-breaker when appropriate)

Waiting Lists cannot legally be kept in ‘date of application form’ received order

For the incoming Year 7 in September of each year, no Waiting List is established until the final date for the return of the acceptance of the offer (plus an additional 3 working days to allow for administration) has passed.

**RE-APPLICATION:**
The Admission Panel will not be required to determine an application during the same academic year unless there has been a significant change of circumstances relevant to the application.

**APPEALS AGAINST REFUSAL**
Parents have the right of appeal. Appeals should be requested and lodged with the local authority within 20 school days of receiving your decision letter. Your appeal will be heard by an Independent Appeal Panel organized by the local authority within 30 school days from the date your appeal is lodged. All appeal decisions made by the panel are final and binding on the admissions authority.

The school will not respond to any enquiries that concern pending appeals.
The McAuley Catholic High School Admission Policy 2019-2020

The School Admission Policy should be read in conjunction with the Special Educational Needs Policy which is available on the school’s website.

The McAuley Catholic High School is a Catholic Voluntary Academy in the Diocese of Hallam. This means that the members of the Parishes of the Doncaster Deanery 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+ to 18+ years. It is a Catholic Voluntary Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of the law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Criteria for Admission 2017-18

The admission number for September 2017 to Year 7 is 280.

Where there are more applications for admission than the planned admission number stated, the Governing Body will apply the following criteria in strict order of priority.

Parental Preference

The Common Application Form provides the opportunity for parents/guardians to express up to three choices in rank order of preference. The Governing Body, as the Admission Authority, will consider all preferences equally.

Please note that children that have a Statement of Special Educational Needs, that names The McAuley Catholic High School, are required to be admitted

Category 1

Catholic children (please refer to footnote 1) who:
(i) are Looked After Children or previously Looked After Children
(ii) are at present in Year 6 in The McAuley Catholic High School’s recognised Roman Catholic feeder schools:-
   - Our Lady’s, Armthorpe
   - St Francis Xavier, Balby
   - Our Lady’s, Bentley
   - St. Peter’s, Doncaster
   - St. Mary’s, Edlington
   - St. Patrick’s, Harworth
   - St. Joseph’s, Retford
   - St. Joseph’s, Rossington
   - Holy Family, Stainforth
   - Our Lady of Mount Carmel, Wheatley Hills
   - St Joseph’s & St Theresa’s, Woodlands
(iii) are at present in Year 6 in other Roman Catholic Primary Schools
(iv) are at present in Year 6 in any other primary school.
Category 2
Children who are Looked After Children or all previously Looked After Children

Category 3
Children who have siblings (please refer to footnote 2) attending The McAuley Catholic High School at the time of admission. Priority will be given in the following order:
(i) children attending one of the recognised Roman Catholic feeder schools to The McAuley Catholic Primary School listed in Category 1(ii)
(ii) children attending any other Primary School

Category 4
Children in Year 6 of their education who are worshipping members of other Christian Churches as recognised by Churches Together in England (please refer to footnote 3) whose parents have sought the written support of their Minister. Priority will be given in the following order:
(i) children attending one of the recognised Roman Catholic feeder schools to The McAuley Catholic Primary School listed in Category 1(ii)
(ii) children attending any other Primary School

Category 5
Children in Year 6 of their education who are worshipping members of other World Faiths whose parents wish their child to be educated in a Christ centred environment and have the written support of their Religious Leader. Priority will be given in the following order:
(i) children attending one of the recognised Roman Catholic feeder schools to The McAuley Catholic Primary School listed in Category 1(ii)
(ii) children attending any other Primary School

Category 6
Children who are currently in Year 6 who have Special Educational Needs who are currently in Year 6 of the recognised Catholic feeder primary schools listed in Category 1(ii)

Category 7
Children whose parents are seeking a Christian environment for their children’s education. Priority will be given in the following order:
(i) children attending one of the recognised Roman Catholic feeder schools to The McAuley Catholic Primary School listed in Category 1(ii)
(ii) children attending any other Primary School

Category 8
Other children Priority will be given in the following order:
(i) children attending one of the recognised Roman Catholic feeder schools to The McAuley Catholic Primary School listed in Category 1(ii)
(ii) children attending any other Primary School

Footnotes

Footnote 1.
“Catholic Children” are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church by Rite of Reception; infant children who have been baptised into a Christian faith tradition of their parents and who with their parents have been formally received into the Roman Catholic Church. Catechumens, Candidates for Reception.

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 Schools Department, telephone 0114 2566440.

Footnote 2
Definition of Sibling
For the sibling criteria to be applicable, one of the following conditions must exist:
(a) a brother and / or sister is permanently resident at the same address
(b) a stepbrother and / or stepsister is permanently resident at the same address (to include half-brothers / sisters)

Footnote 3
Churches Together in England
- The Baptist Union of Great Britain
- Cherubim and Seraphim Council of Churches
- Church of England
- Church of Scotland
- Congregational Federation
- Council of African and Afro-Caribbean Churches
- Council of Oriental Orthodox Christian Churches
- Free Churches’ Council
- Greek Orthodox Church
- Independent Methodist Churches
- Joint Council for Anglo-Caribbean Churches
- Lutheran Council of Great Britain
- Methodist Church
- Moravian Church
• New Testament Assembly
• Religious Society of Friends
• Roman Catholic Church
• Russian Orthodox Church
• Salvation Army
• United Reformed Church
• Wesleyan Holiness Church
• Ichthys Christian Fellowship
• International Ministerial Council of Great Britain

An updated list can be found at www.churches-together.net. 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 4
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 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, including weekends.

Footnote 5
A ‘looked after child’ 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

False Information
(1) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

(2) Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn, 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, and a right of independent appeal offered if the place is refused.

Documentation Required
(1) The completed Common Application Form, including any additional information required.

(2) A copy of the child’s baptism certificate if applicable.
(3) Minister’s reference if the child is a member of another Christian Church or other World Faith.

Waiting List
(1) Names of children will be automatically placed on the waiting list for this school when the child has been refused admission for Year 7.

(2) A vacancy only arises for Year 7 when the number of offers to the school falls below the admission number.

(3) The waiting list will be established on the offer day and will operate until the last day of the following Autumn Term.

(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 pupil has a higher priority, as determined by the admissions criteria for a pupil at the school, they will be placed on the list above those with a lower priority.

(6) The waiting list will be drawn on in category order and all preferences will be considered equally.

Applications outside of the normal admissions round

(1) When considering these admissions the Governing Body will admit students up to the admission number of 280, should the roll fall below the admission number. Applicants will be admitted using the strict sequence of categories and sub-categories used in the standard admission criteria.

(2) 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 admission, 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 a place.

In Year Transfers

- Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the In Year Transfer Form available from the authority. Where possible in year transfers from other Doncaster Schools will be in the form of a trial basis.
- Where there are sufficient places an application will normally be agreed unless specific circumstances apply.
- Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

- If a place is agreed, the Headteacher will, within two weeks of receiving confirmation from the Local Authority of an offer of a place, determine a start date.
- Pupils are normally admitted to the academy at the start of the next new term other than with the prior approval of the Headteacher or in circumstances beyond the parent’s control, e.g. movement into the Borough.
- Pupils are required to start at the academy within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

**Appeals against the Governing Body’s decision to refuse an admission**

If a place is not available, parents have the right of appeal. An Independent Appeals Panel formed in accordance with the DFE Admission Appeal Code will hear such appeals against non-admission. Details of the appeals process will be made available to all unsuccessful applicants.

Normally, appeal hearings will be held within 30 school days of the appeal being lodged. If a place is not available parents will be informed within one week of their right to appeal.

Signed __________________________________________________Chair of Governors

Date____________________________________________________

Review date______________________________________________
**Catchment area**

All applicants must live in the catchment area as defined jointly by the Academy and the Secretary of State for Education, and agreed by Doncaster Council. This requirement means that, on the date of application the child’s permanent address and that of his/her legal guardian(s), must be within the catchment area. Any falsification of information on this point or the use of relative’s addresses in the catchment area will immediately invalidate any application at whatever stage of the process such falsification is discovered.

The Academy catchment area will include the following primary schools:

- Thorne Brooke Primary
- Thorne Green Top Primary
- Thorne King Edward Primary
- Thorne Moorends Marshland Primary
- Thorne Moorends West Road Primary

Detailed listings of the streets within the catchment area are available in the event of difficulty in defining eligibility. Should you require further details, please contact the Academy Admissions Office.

The catchment area for post-16 students has been extended to students who live within a reasonable daily travelling distance from the Academy.

**Admission arrangements approved by Secretary of State**

1. The admission arrangements for Trinity Academy for the year 2019-2020 and, subject to any changes approved by the Secretary of State, for subsequent years are:

   a) The Academy has an agreed admission number of 224 students in Years 7-11, and 350 students in Years 12 and 13 combined. Trinity Academy will accordingly admit at least the agreed number of students in the relevant age group each year if sufficient applications are received;

   b) The Academy may set a higher admission number than its published admission for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult Doncaster LA, other relevant admission authorities and governing bodies. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State;

   c) The Academy will exercise no selection policy on the basis of academic ability or aptitude for the specialism.

2. Trinity Academy will use the following timetable for applications each year (exact dates within months may vary from year to year);

   a) September: The Academy will publish in its prospectus information about the arrangements for admission the following September, including over subscription criteria, (e.g. in September 2018 for intake September 2019). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. It will notify the date by which the Doncaster Common Application Form (CAF) must be returned to the LA. Trinity Academy will also provide information to the LEA for inclusion in the composite prospectus, as required;

   b) September: The Academy will hold its open evening for Year 6;
c) 31st October: Closing date for application forms (Common Application Form to be received by Doncaster LA and Trinity Application Form);

d) December to February: Applications are considered in consultation with Doncaster LEA and any other admissions authorities in relation to general strategic planning for admissions;

e) 1st March: Offers of places notified in writing to parents;

f) May to June: Independent appeals.

This timetable seeks to harmonise arrangements with those of the Doncaster LA and as developed within the Admission Forum for Doncaster. In this way, it is intended to secure a coordinated approach to admission for parents and students.

**Consideration of applications**

3. Trinity Academy will consider all applications for places where fewer than 224 applications are received. The Academy will offer places to all those who have applied.

4. Notwithstanding clause 3 above, Trinity Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been permanently excluded from two or more schools and the ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions which took place before the child concerned reach compulsory school age do not count for this purpose. Academies may also refuse admission to students (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.13 of the School Admissions Code. In all the circumstances described in this paragraph, however, the Secretary of State may direct Trinity Academy to admit such a student and that direction shall be binding.

**Procedures where the Academy is oversubscribed**

5. Where the number of applications for admission is greater that the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out:

   a) “Children Looked After” or Previously “Looked After Children”;

   b) Those students permanently resident in the Academy catchment area who express a preference;

   c) Those students whose siblings (including step children, half-brothers/sisters and foster children living in the same address) will already be on the Academy roll in the September of their proposed entry;

   d) Those students with social and/or medical reasons for attending the Academy, which in the latter circumstances, are substantiated by the Doncaster Authority’s medical advisers and accepted by the Academy;

   e) Those students whose home front entrance door is closest to the Academy front entrance.

6. Notwithstanding the provisions of paragraphs a-e, the Secretary of State may direct Trinity Academy to admit a named student on application from an LA. The Secretary of State shall in such circumstances consult with Trinity Academy before making such a direction and have regard to its comments.
Operation of waiting lists

7. Where in any year Trinity Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list.

8. A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5 of this annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

9. Children applying to go into other year groups will be admitted if there are places available. Parents refused a place in other year groups, including Sixth Form, also have a statutory right of appeal.

Arrangements for the admissions appeal panel

10. Parents will have the right of appeal to an independent Admissions Appeal Panel if they are dissatisfied with an admission decision of Trinity Academy. The panel set up by the Board of Directors in accordance with the relevant Admission Appeal Code for such appeals will hear all the cases submitted in writing by parents to the Academy. Any such appeal will be processed in accordance with the requirements of the same code.

Arrangements for admission to post-16 provision - where appropriate

11. Admissions to Sixth form will be made on the basis of students meeting the academic requirements set down from time to time in relation to precise course selections. External students will be admitted to the Sixth Form. The academic requirements for individual courses will be set out in the published admissions arrangements each year.

Year 11 students in the Academy will be interviewed regarding their intentions for a possible Sixth Form place during Year 11. Formal application and registration will follow the publication of examination results in the summer. External applicants will be able to visit the academy and apply by arrangement.

Policy and procedure for selection to Sixth Form (Years 12-13)

Policy

1. There is no catchment area/admission zone restriction but the Academy must be satisfied that any daily travel distance is reasonable and does not mitigate against full participation in Academy life and studies.

2. Applicants’ performance at GCSE or equivalent will be used to assess suitability for their choice of Sixth Form course.

3. The DFES has determined that funding for entry into Year 12 is limited to 220 students (subject by annual review) and preference will always be given to students who have completed their Year 11 in Trinity Academy.

4. The Principal must be satisfied that each successful applicant is sufficiently motivated to succeed within the ethos of the Academy, where the specialism is business and enterprise. This determination must also be reflected in the support demonstrated by his/her parents(s) or guardian(s) to each and all of these factors.

5. Those refused a place have a statutory right of appeal.
Procedure

Internal applicants will give early indication of their desire to enter the Sixth Form in Year 11. External applicants are also invited to apply, usually in Year 11, but can only be offered places conditional upon spaces being available after existing students have been catered for. Confirmation of acceptance will only be made, therefore, once GCSE results are known and existing students’ applications have been processed.

A variety of information events will be held during the year, including a Year 11 to Year 12 pathways evening for Trinity students and informal visits at other times can be arranged by appointment. There will also be an open evening for students coming from outside the Academy, (date to be announced). The academic requirements for individual courses will be set out in the published admissions arrangements each year and these details will be made available for those wishing to consider a place in Year 12 (September 2019) during the academic year 2018-2019.
Admissions Policy

School Background

XP EAST is a secondary mainstream 11-19 academy in Lakeside, Doncaster, situated next to XP, and is a member of the XP SCHOOL MULTI-ACADEMY TRUST.

We base our practice on the extremely successful schools of High Tech High, San Diego (www.hightechhigh.org) and Expeditionary Learning schools across the USA (www.elschools.org) and as such, offer an academically rigorous curriculum with deep, visceral learning experiences. There is a relentless focus on quality of work and character growth. As a result, our school culture is value-driven where students, staff and parents are expected to be courageous, respectful, committed to craftsmanship and quality, compassionate and to always show integrity.

We provide an authentically tough and rewarding education for everyone, so we do not segregate children by any measure, such as social class or academic ability and have a non-selective admissions policy. We do not select any students by gender, ability or any other selective criteria, including the distance a student lives from our school, or parental interview by panel. Our admissions policy reflects these aspirations.

XP EAST is committed to straightforward, open, fair and transparent admissions arrangement. The school acts fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to academies.

XP EAST will open with Year 7 entry in September 2017, completing in September 2020 with Year 13 entry. Each Year has two forms of entry with 25 children in two classes, providing 50 places in each Year, to a total of 350 places across Years 7 to 13 in September 2020. This ensures we are able to deliver our highly personalised curriculum and assessment strategies.

Our classrooms are significantly smaller than traditional schools because of our deliberately small class sizes. Our class sizes are the specific size of 25 to enable us to deliver our unique curriculum based on Expeditionary Learning practices. The DfE have agreed to our vision and educational plan and have funded our school accommodation according to these limits. The specific size of our school is published on our website, our admissions policy and has been on almost all marketing literature issued by the school.

We intend our school to benefit Doncaster and its surrounding area so the catchment area of XP EAST is defined by the postcode boundaries of DN1-12 and S64.

We hold high expectations for all our stakeholders. Students are expected to be able to go to University if they so wish, staff pursue a high level of continual professional development, and parents are expected to attend and be involved in Celebrations of Learning, Student-led Conferences and Passage Presentations.

XP EAST is not a vocational school, and does not prepare students for specific trades. We believe our school presents a great offer of education to all children, and it is not tailored for or aimed at certain children with specific ways of learning.

Size of school and appeals
XP EAST is a deliberately sized school, which is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around one thing; our size.

From the very beginning of our school, we have publicly, legally and financially defined the size of our school to have a total of 350 students when full, made up of 50 students in each year, with 25 students in each class.

Our admissions policy is the fairest we can legally have, based on random selection which is administered independently by our Local Authority.

XP EAST must therefore rigorously protect the integrity of our admissions process, and as the admissions appeal panel must not re-assess the capacity of our school, we do not accept any appeal on anything other than legal grounds, as we feel this would be in danger of reducing our fair non-selective process to an unfair and selective parental interview by panel.

Application Process

XP EAST is part of the local authority’s co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives. Full details of the application process are available in the local authority Secondary Admissions Booklet. Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority’s Fair Access Protocol.

Published Admissions Number

XP EAST has an agreed Published Admissions Number of 50 for admission into year 7 and will admit up to this number each year. All applicants will be admitted if fewer than 50 applications are received.

Special Educational Needs

Children with a statement of Special Educational Need (SEN) where XP EAST is named on the statement will be admitted to XP EAST.

Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names XP EAST, the oversubscription criteria will be:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child 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 (see the definition in Section 22(1) of the Children Act 1989).
2. Children of staff and governors where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children with a sibling who is attending or has attended XP EAST or XP. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64.
5. Children living outside the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64

Applications for sixth form

This admissions policy will be the subject of consultation and review prior to admitting Year 12 pupils. XP EAST will operate a sixth form for a maximum total of 100 pupils. 50 places overall will be available in Year 12 (the Year 12 'capacity'), with pupils being admitted to Year 12 in 2022. If fewer than 50 of the school's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 50.

There are a variety of sixth-form courses on offer each with different entry requirements. Full details of these will be published annually in the sixth-form prospectus and applicants should contact the school for information.

Admissions criteria

XP EAST will admit any pupils with a statement of Special Educational Needs whose statement names XP EAST and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth-form course and its level of qualification:

These are:

For level 3 courses: 5+ A*-C grades at GCSE
For level 2 courses: 5+ A*-E grades at GCSE

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the sixth-form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more external applicants that satisfy any academic entry requirements than the Published Admissions Number, priority will be given in the following order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child 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 (see the definition in Section 22(1) of the Children Act 1989).
2. Children of staff and governors where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children with a sibling who is attending or has attended XP EAST or XP. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64
5. Children living outside the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64
Tie-break

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break. This process will be independently verified.

Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties. XP EAST will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made in writing within 20 school days from the date of notification that the application was unsuccessful.

Last Updated:
xxxxx

Verified by:
GAP

Review Date:
01/02
Admissions Policy

School Background

XP School (Doncaster) is a 11-19 secondary academy in Doncaster.

We base our practice on the extremely successful schools of High Tech High, San Diego (www.hightechhigh.org) and Expeditionary Learning schools across the USA (www.elschools.org) and as such, offer an academically rigorous curriculum with deep, visceral learning experiences.

There is a relentless focus on quality of work and character growth. As a result, our school culture is value-driven where students, staff and parents are expected to be courageous, respectful, committed to craftsmanship and quality, compassionate and to always show integrity.

We provide an authentically tough and rewarding education for everyone, so we do not segregate children by any measure, such as social class or academic ability and have a non-selective admissions policy. We do not select any students by gender, ability or any other selective criteria, including the distance a student lives from our school, or parental interview by panel. Our admissions policy reflects these aspirations.

XP is committed to straightforward, open, fair and transparent admissions arrangement. The school acts fully in accordance with the School Admissions Code (as revised December 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

XP opened with Year 7 entry in September 2014, completing in September 2020 with Year 13 entry. Each Year has two forms of entry with 25 children in two classes, providing 50 places in each Year, to a total of 350 places across Years 7 to 13 in September 2020. This ensures we are able to deliver our highly personalised curriculum and assessment strategies.

Our classrooms are significantly smaller than traditional schools because of our deliberately small class sizes. Our class sizes are the specific size of 25 to enable us to deliver our unique curriculum based on Expeditionary Learning practices. The DfE have agreed to our vision and educational plan and have funded our school accommodation according to these limits.

The specific size of our school is published on our website, our admissions policy and has been on almost all marketing literature issued by the school.

We intend our school to benefit Doncaster and its surrounding area so the catchment area of XP is defined by the postcode boundaries of DN1-12 and S64.

We hold high expectations for all our stakeholders. Students are expected to be able to go to University if they so wish, staff pursue a high level of continual professional development, and parents are expected to attend and be involved in Celebrations of Learning, Student-led Conferences and Passage Presentations.

XP is not a vocational school, and does not prepare students for specific trades. We believe our school presents a great offer of education to all children, and it is not tailored for or aimed at certain children with specific ways of learning.
Size of school and appeals

XP is a deliberately small school, which is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around one thing; our size.

From the very beginning of our school, we have publicly, legally and financially defined the size of our school to have a total of 350 students when full, made up of 50 students in each year, with 25 students in each class.

Our admissions policy is the fairest we can legally have, based on random selection which is administered independently by our Local Authority.

XP must therefore rigorously protect the integrity of our admissions process, and as the admissions appeal panel must not reassess the capacity of our school, we do not accept any appeal on anything other than legal grounds, as we feel this would be in danger of reducing our fair non-selective process to an unfair and selective parental interview by panel.

Application Process

XP is part of the local authority’s co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

Full details of the application process are available in the local authority Secondary Admissions Booklet.

Inaccurate or false information on the form could result in the place being withdrawn.

We will operate in keeping with the local authority’s Fair Access Protocol.

Published Admissions Number

XP has an agreed Published Admissions Number of 50 for admission into year 7 and will admit up to this number each year.

All applicants will be admitted if fewer than 50 applications are received.

Special Educational Needs

Children with a statement of Special Educational Need (SEN) where XP is named on the statement will be admitted to XP.
Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names XP, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child 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 (see the definition in Section 22(1) of the Children Act 1989).

2. Children on the Parent Group list. As XP was created through the Free School process, dispensation has been granted from the Secretary of State to prioritise the admission of children whose parents made a significant contribution to the application, set up and running of the school, as set out in Charity Law.

3. Children of staff and governors where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

5. Children living within the designated catchment area of the school identified by random allocation. This process will be independently run and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64.

6. Children living outside the designated catchment area of the school identified by random allocation. This process will be independently run and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64.

Applications for sixth form

This admissions policy will be the subject of consultation and review prior to admitting Year 12 pupils.

XP will operate a sixth form for a maximum total of 100 pupils. 50 places overall will be available in Year 12 (the Year 12 ‘capacity’), with pupils being admitted to Year 12 in 2019.

If fewer than 50 of the school’s own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 50.

There are a variety of sixth-form courses on offer each with different entry requirements. Full details of these will be published annually in the sixth-form prospectus and applicants should contact the school for information.
Admissions criteria

XP will admit any pupils with a statement of Special Educational Needs whose statement names XP and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth-form course and its level of qualification:

These are:

For level 3 courses: 5+ A*-C grades at GCSE
For level 2 courses: 5+ A*-E grades at GCSE

In addition to the sixth form’s minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school’s website in the sixth-form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the Published Admissions Number, priority will be given in the following order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child 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 (see the definition in Section 22(1) of the Children Act 1989).

2. Children of staff and governors where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4. Children living within the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64

5. Children living outside the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64
Tie-break

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break. This process will be independently verified.

Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school’s waiting list.

Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

Appeals

Parents who are dissatisfied with the school’s decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

XP will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made in writing within 20 school days from the date of notification that the application was unsuccessful.
Appendix 5  Other Authority Contact Details

**Barnsley Metropolitan Borough Council**
School Admissions Section
Directorate for Children, Young People and Families
Berneslai Close
Barnsley
S70 2HS

**East Riding of Yorkshire Council**
Children, Families and Adult Services
The Admissions Team
County Hall
Beverley
HU17 9BA

**Lincolnshire County Council**
County Offices
Newland
Lincoln
LN1 1YQ

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Appendix 6 Comments
ADMISSION TO SECONDARY SCHOOL SEPTEMBER 2019
COMMENTS

We would be happy to know whether you found this booklet helpful and welcome any general comments you may have. Please complete the following questions, cut out this page and return it to the address below via your child’s current school or by post.

Please circle as appropriate

<table>
<thead>
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<th></th>
<th>Very Good</th>
<th>2</th>
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<th>4</th>
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</thead>
<tbody>
<tr>
<td>Was it easy to understand, without too much jargon?</td>
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<td>Did it contain the information you wanted? (see below)</td>
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<td>Was it well laid out, so that you could find the sections you wanted?</td>
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<td>Overall, how did you rate the booklet?</td>
<td>1</td>
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Are there any issues not covered in this booklet which you would like to see? (NB. School items can be found in the School Prospectus)

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

Do you have any other suggestions for improving the layout of the booklet?

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

Do you have any suggestions for improving the admission process or for policy changes?

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

Thank you for your help.

Please return to: Doncaster Council’s School Admissions Team
Civic Office
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Secondary School Admissions
September 2019

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