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| <b>Admissions Arrangements for Entry to School 2024/25</b>   |                            |                  |          |
| <b>Name of School: Lowedges Junior Academy</b>               |                            |                  |          |
| <b>Admissions Authority: Aston Community Education Trust</b> |                            |                  |          |
| <b>DOCUMENT CONTROL</b>                                      |                            |                  |          |
| <b>Policy Level</b>                                          | Academy                    |                  |          |
| <b>Approved by</b>                                           | Local Governing Body (LGB) |                  |          |
| <b>Approved Date</b>                                         | July 2023                  |                  |          |
| <b>Next Review Date</b>                                      | January 2024               | <b>Frequency</b> | Annually |

## **Admissions Arrangements for Entry to School 2024/25**

**Name of School: Lowedges Junior Academy**

**Admissions Authority: Aston Community Education Trust**

**PAN: The agreed PAN for FS2 in September 2023 at Lowedges Junior Academy is 60**

**\*Admissions to Lowedges Junior Academy are controlled by the Local Governing Body (LGB) and administered on behalf of the LGB by Sheffield Local Authority**

### **School Admissions Code 2021**

The Local Governing Body / Trust Board of an Academy is the Admissions Authority for their school. Places will be allocated using the admissions criteria given below and will be co-ordinated by the Local Authority. Places will be offered by Sheffield Local Authority on behalf of the Governing Body / Trustees.

The Local Authority Admission to Primary School 2024 booklet contains information on all Sheffield schools and is a guide for parents/carers to the admissions process.

Parents/carers are strongly advised to read the booklet and familiarise themselves with the process and the admission criteria given below prior to submitting their application. The Admission to Primary School 2024 booklet is available to view online:

<https://democracy.sheffield.gov.uk/documents/s57133/8.2%20Co-ordinated%20scheme%20for%20Primary%20Schools%202024%202025.pdf>

A hard copy of the booklet can be posted to parents/carers on request by telephoning the Local Authority Admissions Team on 01142735790 or email:

[ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

### **Closing Date for Receipt of Applications**

For Admission to Primary School in 2024, the Government has deemed that the National Closing Date for receipt of applications will be **15<sup>th</sup> January 2024**.

Parents/carers should submit their Primary school application by **15<sup>th</sup> January 2024**.

### **How to Apply for a Primary School Place**

Parents of children resident in Sheffield MUST apply via Sheffield Authority. However, for a looked after child, the application must be submitted by the social worker via the Local Authority responsible for the child's care rather than the foster carer.

Sheffield Authority operates an online admissions service to enable parents to submit an application for their preferred school(s) via the Authority's website:

<https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

Parents who are unable to apply online or would simply prefer to complete a paper application form can contact the Admissions Team to request a paper copy.

Telephone 01142735790

email [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

### **Admissions Criteria**

#### **A) Children with Special Educational Needs:**

A small number of children will have an Education Health Care Plan that names the school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria, as outlined below.

#### **B) For all other applications places will be allocated in the following order of priority:**

- 1 Looked After Children and previously Looked After Children (see note (a) below).
- 2 Children who, on the specified closing date for Primary admissions, live in the catchment area of the school as defined by the Admission Authority and it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2024 (see notes (b), (c) and (d) below)
- 3 Children who, on the specified closing date for Primary admissions, live in the catchment area of this school as defined by the Admission Authority (see note (b) below)
- 4 Children who, on the specified closing date for Primary admissions, it is expected will have an older brother or sister on the roll of this school in Years 1-6 at the start of the academic year 2024 (see notes (c) and (d) below)
- 5 Any child who does not fit into the above categories.

Parents should ensure that they provide full supporting information to be considered along with their application.

If the admission number is reached mid-category, there are two stages of further consideration carried out within the above outlined categories.

1. Where exceptional medical, social or special educational needs are demonstrated and evidenced by a professional.
2. If no exceptional circumstances are present; admissions are prioritised by the straight line distance from the centre of the home to the centre of the school building.

Places will be allocated in accordance with the Admission Authority's co-ordinated admissions schemes for Primary schools. In assessing preferences, the Admission Authority will operate an 'equal preference' system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

### **Admission of children outside their normal age group**

Families may seek a place for their child outside of his/her normal age group under various circumstances such as ill health, if the child is gifted and talented or when the child has experienced problems.

### **Catchment area**

Information on the catchment area for the school can be obtained by contacting the School Organisation Team on 0114 273 5766 or on the Local Authority website at:

<https://www.sheffield.gov.uk/schools-childcare/school-catchment-checker>

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

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- b) Places will be allocated based on your residential address. Therefore, you must notify the Admissions Authority in writing if you change address. You may be asked to provide proof of residence (e.g. utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.
- c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- brother/sister to be permanently resident at the same address.
  - stepbrother/stepsister to be permanently resident at the same address.
  - half-brother/half-sister to be permanently resident at the same address.
  - brother/sister who do not live at the same residence but, who share the same parents.
  - child of the parent/carer's partner to be permanently resident at the same address.
  - adopted brother/sister permanently resident at the same address
  - foster brother/sister resident at the same address
- d) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, Admission Authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission Authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

### **Waiting Lists**

On the National Offer Day of 16 April 2024, the Admissions Authority will establish a waiting list where the number of applications for those schools has exceeded the available places in FS2.

The Local Authority Admissions Team will administer the waiting list on behalf of this academy which will operate until the 31 December 2024, when it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

## **In-year Admissions – Transferring school during the School Year**

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers for the admissions authority, Lowedges Junior Academy. Further information and the relevant application form is available on the Local Authority website:

<https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

A paper copy of the application form can be requested from the Admissions Team:

Telephone 0114 273 5790

or

E-mail: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

If you are moving homes, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant Admissions Authority.

- Applications received will be forwarded to preferred schools within 5 working days of receipt of application.
- Applications received during school holidays will be forwarded to the preferred schools within 5 working days of receipt of application.

Schools are required to respond to in-year transfer requests within a **maximum of 5 school days** from receipt of the application where a pupil is not on a school roll or the start of the following half-term, where a pupil is already on a school roll. Although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 5 school day response time commences.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Governing Body (as the Admissions Authority) by the Local Authority Admissions Team. An admissions meeting with members of the leadership team will be convened prior to a student taking up their place at the Academy.

You have the right to appeal should you be unsuccessful.

Further information is available on the Local Authority website:

<https://www.sheffield.gov.uk/schools-childcare/appeal-your-childs-school-place>

Telephone 0114 273 4008

## **USEFUL CONTACTS**

### **ADMISSIONS TEAM**

Sheffield Admissions

Floor 5, West Wing

S1 4PE

Contact an Admissions Officer on 0114 273 5766

or email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

**Admissions Arrangements Ratified by Governing Body / Academy Trust: December 2023**