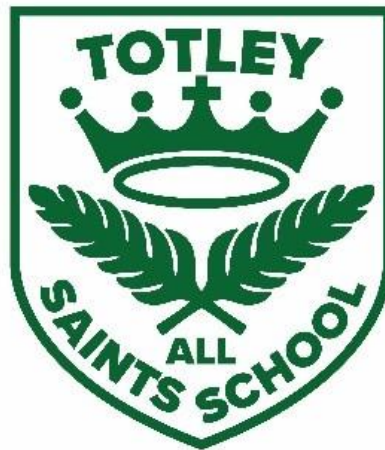


# ***Totley All Saints CE Primary School***



## ***Admission Policy***

***Headteacher: Melissa Drake***

***2027 to 2028***

***'Growing and learning together'***



THE  
DIOCESE OF  
SHEFFIELD  
ACADEMIES  
TRUST

## Contents

1. Introduction.....	2
2. Making an Application .....	3
3. Criteria For Admission.....	3
4. Oversubscription Criteria.....	3
5. Tie Break .....	4
6. In Year Transfers .....	4
7. Definitions.....	4
<b>Definition 1 – Looked After Children</b> .....	4
<b>Definition 2 - Brother/Sister</b> .....	4
<b>Definition 3- Parent/Carer</b> .....	4
<b>Definition 4 – Regular Church Attendance</b> .....	4
<b>Definition 5 – Churches Together in England</b> .....	5
8. Place of residence .....	5
9. Late Applications.....	5
10. Waiting List.....	5
11. False Information.....	5
12. Applications outside the normal admissions round.....	6
13. Appeals against the Trust Board’s decision to refuse admission .....	6

### 1. Introduction

Totley All Saints CE Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield.

It is part of the Diocese of Sheffield Academies Trust.

The school provides a distinctively Christian education for children aged 4 to 11 years.

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 school’s admission criteria.

Totley All Saints CE Primary School is a school in which the Diocese of Sheffield Academies Trust is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

The admission number for 2025/26 is 30.

Children will usually be admitted during the Autumn term following their 4<sup>th</sup> birthday. However, parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and

- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age

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

## 2. Making an Application

2.1 Applications are made either online or on the **Common Application Form**

2.2 To support your application to Totley All Saints CE Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.

2.3 The online application or **Common Application Form** should be submitted by 31<sup>st</sup> January 2025 along with the **Supplementary Information Form** (if applicable)

## 3. Criteria For Admission

- Children who have an Educational Health Care Plan and the school is named as the most appropriate education setting for the child will be admitted.

## 4. Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Trust, in partnership with the Local School Board, will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After. (see definition 1 – Looked after children)
2. Children who have a brother/sister (see definition 2) attending the school at the time at the time of anticipated admission.
3. Children whose parents/carers (definition 3) reside in the ecclesiastical parishes of Totley or Dore.
4. Children who reside outside of the ecclesiastical parishes of Totley or Dore and regularly attend (see definition 4) the parish churches of Totley and Dore
5. Children who reside outside the ecclesiastical parishes of Totley or Dore and regularly attend (see definition 4) a Christian denomination participating in 'Churches Together in England' (see definition 5).
6. All other children.

If the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship during the period specified for attendance at worship, and it has not provided alternative premises for that worship, the requirements of these admission arrangements will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] was open, or alternative premises have been available for public worship.

## **5. Tie Break**

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians' residential address is the shortest distance from the school's main entrance on Hillfoot Road. This will be calculated using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In the event of two or more children being equally placed, the place will be decided by drawing lots. The first name drawn will be offered the place.

## **6. In Year Transfers**

Sheffield Local Authority will co-ordinate in year transfers for our school in 2025/26.

## **7. Definitions**

### **Definition 1 – Looked After Children**

A looked after child is a child that is in the care of a local authority, or 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 an application for admission to the 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

### **Definition 2 - Brother/Sister**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster siblings, 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 3- 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 4 – 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 twice a month over the last 12 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.

For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

## **Definition 5 – Churches Together in England**

Ref: [www.churches-together.org.uk](http://www.churches-together.org.uk)

Please refer to the website for an up-to-date list.

## **8. Place of residence**

A child's home address refers to the address where the child usually lives with a parent or carer. This will be the address provided in their application form.

Where parents have a shared responsibility for a child, and the child lives part of the week with each parent, the home address will be the address given in their application form, provided that the child resides at that address for any part of the school week.

## **9. Late Applications**

Late applications will be dealt with in accordance with the Local Authority scheme.

## **10. Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Trust'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 place at the school, it will be placed on the list, above those with a lower priority.

## **11. False Information**

1. Where the Trust has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer 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 based on fraudulent and 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.

## 12. Applications outside the normal admissions round

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

## 13. Appeals against the Trust Board's decision to refuse admission

1. If a place is not offered at the 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 by the local authority.
2. Parents who intend to make an appeal against the Trust Boards decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code:

What happens during an appeal:

Appeals are heard by an Independent Appeal Panel; independent volunteers who are not connected to the Council or the school that you will be appealing for.

Whether or not an appeal is successful is determined by the Independent Appeal Panel.

When you have submitted an appeal, you will receive an email of receipt and later a notice letter informing you of when your appeal is scheduled. You will usually be given notice within 10 school days.

7 days before your appeals takes place, a hearing letter will be sent out to you with further details about your appeals.

Appeals are held remotely by telephone or video. You will receive an email the day before an appeal takes place with the link and number you need to join the appeal.

Appeals only take place in term time and occur between 9:30am and 3:30pm.

If you need an interpreter, the appeals service will provide you with one. You can also be represented or accompanied by a friend who can interpret for you.

Successful appeal outcomes are not guaranteed, and you are advised to continue to make arrangements for your child's education in the run up to the appeal.

- 3.

Appeals should be sent to:

Democratic Services  
Sheffield City Council  
Town Hall  
Sheffield  
S1 2HH

