

# **Astrea Academy Sheffield admission arrangements for 2018/19**

## **Introductory statement**

This document sets out the proposed admission arrangements for the Astrea Academy Sheffield throughout this document referred to as “the Academy”.

The Academy is a 2-18 through Academy which will open with places at Reception and Year 7 from September 2018.

## **Admission number(s)**

The school has an admission number of 60 in Reception and 150 for entry in year 7.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## **Application process**

Applications for places at the Academy will be made in accordance with the statutory School Admissions Code and will be made on the Common Application Form provided and administered by the Sheffield LA on behalf of Astrea Academy Sheffield. The Authority has determined co-ordinated admission schemes as required by law for the 2018/19 academic year.

This means that a parent completes the Common application form expressing up to three preferences and the Authority liaises with schools and other local authorities on their behalf.

The Local Authority will inform the parent of the outcome of their application, including the reason for the refusal and information on the appeals process if a place is refused at any of their preferred schools.

The Local Authority will communicate the outcome of individual applications to parents on the Academy's behalf on the national offer day, 1 March 2018 for Y7 applications.

Nevertheless, Astrea Academy Trust is the admission authority for the school and has determined these admission arrangements. The trust is responsible for considering the applications and ensuring that Astrea Academy Sheffield admission arrangements are compliant with the School Admissions Code. The LA applies the oversubscription criteria on behalf of the Academy by agreement.

If you are a parent or carer and wish to apply for a place at Astrea Academy Sheffield you will need to complete the Common Application Form via the Local Authority Website and submit it by 15<sup>th</sup> January 2018 (primary) and 31<sup>st</sup> October 2017 (secondary). Offers for primary will be made on 16/04/2018. For secondary,

Offers will be made on 01/03/2018. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

## **Oversubscription criteria**

The oversubscription criteria for the Academy is in line with the Schools Admissions Code. Where the number of applications for admission is greater than the published admission number, applications will be considered by the Academy against the criteria set out below. After the admission of students with an Education, Health and Care plan or statement of special educational needs naming the Academy, the criteria will be applied in the order in which they are set out below:

### **Priority One - Children in Care or Previously in Care (Statutory Requirement)**

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>

### **Priority Two - Catchment area & Sibling**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at the academy on the day of admission will be considered next.

A copy of the catchment map is available in appendix 1 of this proposed policy. The definition of a sibling for these purposes is in the notes at the end of this policy. This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

### **Priority Three – Children of Staff in Skills Shortage Posts**

Children of school-based staff (not wider Trust staff) recruited to fill a skills shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

### **Priority Four - Catchment Area**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but will not have a sibling at the preferred school at the point of admission will be considered next. A copy of the catchment map is available in appendix 1 of this policy.

---

<sup>1</sup> 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).

## **Priority Five - Non-Catchment Siblings**

The definition of a sibling for these purposes is given at (4) below. The Academy reserves the right to ask for proof of relationship

## **Priority Six - Contributory feeder school (Secondary only)**

Applicants for a Year 7 place whose children attend a designated feeder primary school but do not fit into any of the above categories will be considered next.

The designated linked feeder primary schools for Astrea Academy Sheffield are proposed as:

Astrea Academy Sheffield (Primary Phase)

Byron Wood Primary School

Abbeyfield Primary School

Pye Bank CE Primary School

Parents are advised in the Composite Prospectus "A Guide for Parents" that if they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there.

## **Priority Seven - All other applicants**

Any applicant who does not fall into one of the above categories will be considered next.

## **Tie-break<sup>2</sup>**

For any admission category that is oversubscribed there are two stages of further consideration.

Exceptional medical, social or special educational needs.

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Trust but only within its admission category. It is the parent's/applicant's responsibility to provide supporting evidence.

The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Trust to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Trust for further consideration if they are accompanied by third party professional supporting evidence.

## **Distance**

---

Where exceptional circumstances are not demonstrated, the final tie-breaker will be the distance from the home address to the school building. This is a straight line measurement from the home address to the central point within the footprint of the main school building.

Where the remaining place could be made for a number of children living equidistant from the school the determination of the single offer will be made by random allocation:

### **The random allocation will:**

Be independently supervised by a representative of the Local Authority Legal and Governance Service, and will take place on a date and time notified in advance to the participating parents so that they can attend as witnesses.

### **Equal Preference**

The statutory School Admissions Code is clear that the practice of offering places on a “First Preference First” basis is unlawful. All Admission Authorities in Sheffield must operate an Equal Preference system when determining the final school offer.

This means that each of the three preferences will be considered as equal preferences and oversubscription criteria applied to each preference irrespective of ranking. The ranking of the preferences is relevant only where the applicant is eligible for more than one school. In this case a place will be offered at the highest ranked school for which the child is eligible.

### **Late applications<sup>3</sup>**

The Local Authority’s Co-ordinated Admission Scheme confirms that any application received up to and including 31 January 2018 (primary) and 30 November 2017 (secondary) will be considered as being “on time”. Any application received from 1 February 2018 (primary) and 1 December 2017 (secondary) onwards will be considered as late and processed after those received on time. Late applications 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.

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

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.<sup>4</sup>

---

3

## Waiting lists

The Local Authority will operate a waiting list on behalf of the Academy for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of [the first term after the beginning of the school year/the end of the academic year<sup>5</sup>].

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

The school will also keep a list, ranked against the oversubscription criteria, of those applying for entry to year 12 who are not made a conditional offer on [date1]. Any of those students meeting the academic entry criteria on 23<sup>rd</sup> August will be considered for a place if any students who were previously offered places, conditional upon meeting the above academic entry criteria, do not achieve their grades.

## Appeals

Parents/carers will have the right of appeal to an Independent Appeal Panel if they have been refused a place at the Academy. The Appeal takes place before a p\_anel which is independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department of Education. Appellants will be advised of the appeal process by Sheffield City Council if they are refused admission. Information on the appeals process is available at:

<https://www.sheffield.gov.uk/home/schools-childcare/catchment-areas-over-subscribed-schools>

## Notes:

Home address<sup>6</sup>:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered

with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling<sup>7</sup>:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need<sup>8</sup>:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school.<sup>9</sup> 'Medical need' does not include mild medical conditions.

Please see map (attached appendix 1)