



L.E.A.D. Academy Trust

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Birley Spa Primary Academy Admissions Arrangements 2022/23



Admission Arrangements 2022/2023

Admission number

The published admission number for Birley Spa Primary Academy is 45 pupils.

Applications for the Reception Year in 2022/23

Arrangements for applications for places in Reception at the Academy will be made in accordance with Sheffield's coordinated admission arrangements and will be made on the Common Application Form provided and administered by Sheffield City Council.

For entrance to the academy in September 2022 the closing date of the coordinated admission scheme is 15 January 2022.

Please visit Sheffield City Council website for further information

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

Late Applications for the Normal Year of Entry

Late applications/ changes in circumstances/ changes to preferences received by the Authority up to 31 January 2022, will be allocated a place on 19 April 2022. All other late applications/ changes in circumstances/ changes to preferences for Reception received after 31 January 2022 by the Authority will be dealt with after 19 April 2022.

Applications Outside the Normal Year of Entry ("In-Year applications")

Details of how to apply for places in any year group, made during the school year from September 2022 onwards (i.e. outside the normal admissions round), will be made available on the academy's website nearer the time and be in accordance with the Local Authority Scheme.

Fair Access Protocols

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible.

The **Fair Access Protocol** applies to admissions outside the normal admissions round.

Admission of Children Below Compulsory School Age and Deferred Entry to School

Offers for entry to reception will be made for children to start in the September following their fourth birthday. Where a child is below compulsory school age on 1 September, parents may:

request that the date that their child is admitted to the academy is deferred until later in the academic year but not beyond the term in which the child reaches compulsory school age and not beyond the beginning of the final term in which the offer is made; and

request that their child takes up the place part-time until their child reaches compulsory school age.

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, and the year group in which they wish their child to be allocated a place. 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.

Oversubscription

Special Educational Needs

Any child that has an Education Health Care Plan (EHCP) that names a specific school must be offered a place there.

Oversubscription occurs when the academy receives more applications than places. The Academy will apply the following criteria in these circumstances.

Category 1

Children in Care or Previously In Care

Pupils who are in Care or who were previously in Care will be admitted to the academy. Children who were previously in Care are children who were in care but ceased to be so

because they were adopted or became subject of a child arrangement or special guardianship order immediately following being in Care.

Category 2

Catchment Area and Sibling

Children who live in the catchment area at the latest date for receiving applications and who will have siblings attending the academy (see 5 for further definition of sibling).

Category 3

Catchment Area

Children living in the catchment area for the academy that do not have a sibling attending, will be considered next.

Catchment areas can be checked at www.sheffield.gov.uk/pupiladmissions.

Category 4

Brothers and Sisters of Children Refused a Place at their Catchment School

In circumstances where, in previous years, parents had applied on time but been refused a place at their catchment school for older siblings and allocated a place at a non-catchment school, any younger sibling will be afforded priority sibling status. This will only apply where allocated a preference ranked lower than the catchment school or allocated the nearest school available.

Category 5

Brothers or Sisters

A sibling is defined as a child who permanently or usually lives at the same address as: - • a brother and/or sister • a stepbrother and/or a stepsister (to include half-brothers/sisters) and in both cases will attend or has been allocated the academy at the point of entry.

Category 6

Other Applications

Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

Tie Breakers

Where the admission number is reached mid admission category there are two stages of further consideration:

- Where exceptional medical, social or special educational needs are demonstrated by supporting evidence from a professional an application may be prioritised by the Admissions Committee but only within the same admission category. If you feel you have exceptional circumstances you should provide full details and supporting third party evidence. For example, if your reasons relate to a medical condition of you or your child, you should support your explanation with a letter from a relevant medical professional.
- If there are no exceptional circumstances, all other applications will be prioritised first by the admission category and then by distance from the home address to a designated point at the academy building. This is a straight-line measurement from the academy to the house.

Twins and Multiple Births

In circumstances where there is one place remaining and the next eligible children are twins or multiple birth, the academy trust may make an exception and allocate above the admission number. The academy trust cannot guarantee that other siblings of multiple birth families will automatically follow if one is offered a place through normal arrangements.

Children Living Equal Distance From the Academy

In circumstances where two or more children live at addresses that are equidistant from the academy the process of Random Allocation will take place. The Random Allocation will be independently supervised by a representative of the Legal and Governance Department.

Withdrawing an Offer

An offer of a place may be withdrawn in the following circumstances:

- it was made in error;
- it was made on the basis of a fraudulent or intentionally misleading application (e.g. a false claim to residence in the catchment area);

The academy can withdraw their place from a child who has started if the place was fraudulently obtained. In deciding whether to do so, the academy will consider how long the child has attended the academy.

Waiting lists

The waiting list for Birley Spa Primary Academy is held and maintained by Sheffield City Council.

For more information on the waiting list, please visit

<https://www.sheffield.gov.uk/home/schoolschildcare/apply-school-place>

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Sheffield City Council for information on how to appeal. Information on the timetable for the appeals process is on

<https://www.sheffield.gov.uk/home/schools-childcare/applyschool-place>

Notes/Definitions

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).

Normal Place of Residence:

The child's normal place of permanent residence will normally be a residential property at which the parent or person(s) with parental responsibility for the child resides at the latest date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's normal place of residence will normally be the property at which the child resides with the parent or person(s) with parental responsibility, for the greater part of the week.

Sibling:

A sibling is defined as a child who permanently or usually lives at the same address as: -
• a brother and/or sister • a stepbrother and/or a stepsister (to include half-brothers/sisters) and in both cases will attend or has been allocated the academy at the point of entry.