

[www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools)

## Letter from the Strategic Director for



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**SECTION 2**



## **Eligible for Admission**

This is where a child can be offered a place at a school either because:

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children, within the admission number.

## **Home Authority**

The local authority within whose area a child resides.



## Section 2







Each of the eight outcomes shows whether or not your child is eligible for admission at a school and which highest preferred school could be offered. Each of the eight outcomes is explained below.

- Outcome 1** Your child is eligible for admission to all three schools. Your highest preferred school is School A so the single offer of a school place will be made for School A.
- Outcome 2** Your child is eligible for admission to schools B and C. Your child is not eligible for admission to School A, therefore the single offer of a place will be for School B.
- Outcome 3** Your child is only eligible for admission to School C therefore this is the school for which you will receive the single offer of a school place.
- Outcome 4** Your child is eligible for admission to your two highest preferred schools. The highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 5** Your child is eligible for admission to Schools A and C. Your highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 6** Your child is only eligible for admission to the highest preferred school which is School A. You will receive the single offer of a place at this school.
- Outcome 7** The highest preferred school for which your child is eligible for admission is School B. You will receive the single offer of a place at School B.
- Outcome 8** Unfortunately, in some circumstances your child may not be eligible for admission at any of the three schools you have named. In this instance where no single offer of a place can be made for any of the preferences on the Common Application Form, a place will be allocated to your child at the catchment school, if places are available, or the nearest school in Rotherham with places available. This outcome only applies to Rotherham residents and this allocation of a place will not be made to residents in other local authorities.

**Please note:**

In outcomes 1, 4, 5 and 6 your child is eligible for admission to the highest preferred school as named on your common application form, it does not matter whether or not your child is eligible for a school named as a lower preference. Any potential offer of a lower preference may then be given to another child as part of the allocation process.

## Section 4

The Office for Standards in Education (Ofsted) is responsible for inspecting and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you should contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

You are advised that performance tables should not be used as the sole guide in deciding which your preferred schools are, the wider educational experience offered by each school should also be carefully considered.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. The Council's Home to School Transport Policy can be accessed at [www.rotherham.gov.uk/homepage/74/school-transport-and-travel](http://www.rotherham.gov.uk/homepage/74/school-transport-and-travel)

You need to decide what the important factors are for you and your child. You may consider the following information useful when deciding which schools to include on the Common Application Form.

**School Prospectus** - All schools must publish a school prospectus giving information on:

- the school curriculum (including religious education, collective worship and sex education) and any other policy in respect to the teaching provided for children, including the monitoring of progress for children
-



## Special Educational Needs





## Location of Rotherham Secondary Schools

No	School Name	No	School Name
1			



<p><b>OAKWOOD HIGH SCHOOL</b>  11-16 Academy</p> <p>Moorgate Road, Rotherham S60 2UH  Tel: 01709 512222</p> <p>Email: <a href="mailto:info@oakwood.ac">info@oakwood.ac</a>  Web: <a href="http://www.oakwood.ac">www.oakwood.ac</a></p>	210	1050	1057
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## NOTES

- a) A 'looked after child' is a child that is looked after by a local authority in accordance with Section 22(1) of the Children Act 1989 at the time an application for admission to a school is made.



year,







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.***

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (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. (see note 9)
- (iii) The attendance at a feeder Catholic primary school, namely: (see below) will increase the priority of an application within category 7.
  - Sacred Heart Catholic Primary Goldthorpe;
  - St Michael & All Angels Catholic Primary Wombwell;
  - Our Lady and Saint Joseph's Catholic Primary Wath-upon-Dearne;
  - St Alban's Catholic Primary Denaby;

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 living with a family where at least one of the parents is Catholic.

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 a 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 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 ob evelatio

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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 CYTÛN 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. Sibling**

### 3.0 Admissions Criteria Wingfield Academy

#### a) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names the school, 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.

#### 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 30 November 2023, have a specific medical reason, confirmed by a medical practitioner, which the Admissions and Local Authority is satisfied makes attendance at **this particular school** essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 30 November 2023 have a compelling social reason which the Admissions and Local Authority is satisfied make attendance at **this particular school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously im



- 3) Children who attend a named Learning community or partner school (see list of schools below)
- 4) Children who live in

## Section 6

- Places will be allocated based on your residential address on **30 November 2023**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility bill, council tax bill, tenancy agreement, driving licence).

## ONLINE APPLICATIONS

Rotherham Authority operates an online admissions service to enable parents to submit an application for their preferred school(s) via the Authority's website: [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools).

**Advantages of applying online** - If you apply online you will be able to track the progress of your application. Once your application has been submitted and you can also request that you receive your decision by email on the National Offer Day of 1 March 2024. If you change any information in your online application after you have submitted it, please remember to re-submit your application.

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 paper Common Application Form which you will need to request from the Admissions Team.

If you have any questions when completing your form, please click on the link for [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk) on the "How to Contact Us" page within the online service.

### What to do next if you are applying online

- Carefully read all the information contained within this booklet.
- Check you have completed all sections on the online Application Form
- If you need to provide any additional documentation in support of your application (eg, proof of address or medical information) you can upload it online as part of your application. Alternatively, you can post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it [a4630003600B37002B50052005A60003>40057>4005200030026005230051@001.32841.92](mailto:a4630003600B37002B50052005A60003>40057>4005200030026005230051@001.32841.92)

returned direct to the church school you are applying for. Failure to

## REPEAT APPLICATIONS

It should be noted that it is the Authority's policy that 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 of circumstances** not previously considered which is relevant to the application for admission.

## GENERAL DATA PROTECTION REGULATIONS (GDPR)

The information you supply will be used to consider your request for your child to be admitted to a school. This information is recorded on a secure computer system; any paper documentation may be scanned and saved electronically for future reference. Paper records are stored securely as confidential information and will be destroyed within agreed timescales.

Where necessary and as appropriate, information will be shared with other service areas within Rotherham Council or with external agencies that are involved in the health and welfare of children in line with information sharing agreements. If you have named a school in another Authority, a copy of the form will be forwarded by secure electronic means to that particular Authority for consideration.

If you have any questions, please contact the Admissions Team on 01709 823777 or email [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk).

**Please note that completion and submission of Common Application Form does not guarantee a place in any of your preferred schools.**

## FRAUDULENT APPLICATIONS

Rotherham Authority takes very seriously any attempt to gain an advantage in the admissions process by giving false information. It is important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative's address, a business address or by temporarily renting a property near to a popular school. Each year a number of parents try to get a school place by providing false information, which could result in them taking a place that should have gone to another child.

Whilst we do not request proof of address with every application, the Local Authority will investigate all instances where there is doubt or discrepancy in the information provided. Proof of residence at an address will be requested where an address on an application form differs from the information we hold and where there is an allegation or evidence that a parent may have provided false or misleading information in order to gain admission to a school. Your address will also be checked by reference to various records.

Once the Authority has made an offer of a school place it may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application or information from a parent which effectively denied a place to a child with a stronger claim, even if the child has already started at the school. In recent years a number of school places were withdrawn from children after it was proven that their parent(s)/carer(s) had supplied intentionally misleading or fraudulent information or had failed to notify the Admissions Team that they were no longer living at the address given on the application form. 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, the child's name will also be placed on the waiting list if the preferred school is oversubscribed.







- If no Common Application Form is received from you by 1 May 2024 and your child is a Rotherham resident a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with available places.

### **Late Applications for Schools not in Rotherham Authority**

Common Application Forms which are received after the national closing date of 31<sup>st</sup> October 2023 and name a school in a different Authority will be forwarded to the relevant Local Authority. You are advised to contact that Local Authority for details of how it deals with applications received after this date.

You should read the information in the relevant Authority's Admission Booklet regarding late applications and contact Admissions Officers at that Authority if you require further advice.

### **WHAT HAPPENS IF YOUR CHILD IS NOT ELIGIBLE FOR A PLACE AT ONE OF YOUR PREFERRED SCHOOLS?**

- If you have not been offered a place at any school which you named as a higher preference on your common application form than the school you have been offered, then your child's name will automatically be placed on the waiting list for the school(s) concerned.
- For children living in Rotherham where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with places available. This offer cannot be withdrawn unless you are made an alternative offer elsewhere.
- For an explanation of waiting lists see Section 8.
- For any preference expressed by you where the Admission Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

### **NOTICE OF APPEAL**

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals 0.000008871 0 595xas 0.0261r4(0ie(20)( )-4(A)4(d)13(m)-3(i)5(ssi)5(on)3

# Section 8

## WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

### Rotherham Schools

On the National Offer Day of 1 March 2024, the Admissions Team will establish a waiting list for Secondary Schools in Rotherham, where the number of applications for those schools has exceeded the available places in Year 7.

Your 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 ranked higher than the school at which an offer has been made. For more information on when your child's name will be placed on the waiting list for your preferred school, please refer to Table A.

**TABLE A**

Date application received by Admission Officers	Parent(s)/carer(s) notified of the decision	Date on which your child's name will be placed on the waiting list for your preferred school(s)
Applications received by <b>30 November 2023</b>	<b>1 March 2024</b> - decision letters or emails sent to parents advising them of the outcome of their application.	<b>1 March 2024</b> - waiting lists established for each oversubscribed school. These will automatically include the names of children who have not been made an offer of a place at a school named as a higher preference on the application form than the school which has been offered.
Applications received from <b>1 December 2023</b> to <b>1 March 2024</b> inclusive.	<b>1 April 2024</b> - decision letters sent to parents advising them of the outcome of their application.	<b>1 April 2024</b> - waiting lists are updated to include

This written request will be considered as a late application based on the date of receipt of your written request and if this school is oversubscribed your child's name will be placed on the waiting list for your preferred school in accordance with Table A.

**TABLE B**

**TABLE C**

The waiting lists for schools will be determined in accordance with each Admission Authority's admission criteria. The table below shows for all possible outcomes of expressing three preferences, which schools

The waiting list will be established on the national offer day and will be maintained up to and including 31st December 2024.

### Important points about waiting lists

- A vacancy arises in Year 7, only when the number of offers to a particular school falls below the admission number, or in certain circumstances a higher number set by an independent appeals panel where it is determined that prejudice to efficient education would not occur.
- Waiting lists positions are subject to change. Parents need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later, unsuccessful applicant, who has a higher priority on the waiting list as determined by the admission criteria.
- Parents who intend to appeal against an Admission Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list(s);
- For those parents who proceed to an independent appeal, no weight may be given to a child's position on the waiting list.
- Placing a child's name on a waiting list does not mean that a place will eventually become available.

### Schools outside Rotherham

If you have applied for a school(s) outside Rotherham the arrangements for the operation of waiting lists will be included in their Admission to Secondary School booklets. These arrangements may be different to those in Rotherham and therefore you may wish to contact the Admissions Team in the relevant Authority for further information and advice. Contact telephone numbers for neighbouring relevant Authorities are given in Section 11.

# Section 9

## INFORMATION ON APPEALS

You have the right of appeal to an independent appeal panel if you have received **written confirmation** that it has not been possible to offer your child a place at one or more of the schools you have applied for.

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:

**Reason 1** the number of applications exceeded the admission number for the school. This means the number of applications received for this school was higher than the number of places available (admission number) in the relevant year group.

For secondary schools the relevant year group is Year 7.

The admission criteria were applied and your application for your child was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources.

Or

**Reason 2** you were offered a place for your child at another school under the co-ordinated scheme. This means you were not offered a place for your child at this school because you were offered a place at a school named as a higher preference on your common application form in accordance with the Authority's co-ordinated scheme for admission.

The table below shows the eight possible outcomes of expressing three preferences for schools and for which schools the parent can appeal.

**Please note:** If you intend to appeal for a place at a school named as a lower preference than the one for which you have received an offer for your child, check with the Admissions ed a 108.3(ece)3(i)5(ved)149.22 375.4n

## Appeals Procedure

All independent appeals are organised by the Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeal Clerk, Appeal Panel and appeal process are independent of the Admission Authority.

The important requirements of any independent appeal are:

- a) appeals must be in writing stating the grounds on which the appeal is made;
- b) for all Rotherham schools, parents should lodge their appeal within 20 school days of the date of notification to parents that their application for a place at the school was unsuccessful. For schools outside Rotherham please contact the relevant Admission Authority for advice.
- c) every parent has the right to attend the independent appeal in order to make their case;
- d) the parent can be accompanied by a friend or be represented by them;
- e) independent appeals are heard in private;
- f) the decision of the Appeals Panel is binding on both parents and the Admission Authority;



# Section 10

## USEFUL CONTACTS

**ADMISSIONS TEAM** Children and Young People's Services,  
Riverside House, Main Street, Rotherham S60 1AE  
Tel: 01709 823777  
Email: admissions.enquiries@rotherham.gov.uk

**APPEALS CLERK** Democratic Services,  
4<sup>th</sup> Floor, Riverside House, Main Street, Rotherham S60 1AE  
Tel: (01709) 822722 or 822721  
Email: schoolappeals@rotherham.gov.uk

### Diocesan Addresses

**Catholic Diocese** Diocese of Hallam, Schools Department, Hallam Pastoral Centre,  
St Charles Street, Attercliffe, Sheffield S9 3WU  
Tel: 0114 2566440  
Email: schools@hallam-diocese.com

**Church of England Diocese** Diocese of Sheffield,  
Church House, 95/99 Effingham Street  
Rotherham S65 1BL  
Tel: 01709 309100 or 309123  
Email: reception@sheffield.anglican.org

### Neighbouring Authorities

**Barnsley** School Admissions Section,  
PO Box 634, Barnsley S70 9GG  
Tel: 01226 773689 or 773588  
Email: admissions@barnsley.gov.uk

**Doncaster** Admissions and Pupil Services,  
Civic Office, Waterdale, Doncaster DN1 3BU

# Section 11

## ADDITIONAL INFORMATION ABOUT SECONDARY EDUCATION

### Charges and the Remission of Charges

The prospectuses produced by individual schools contain a summary of the charging and a remission policy of the school's governing body in relation to charging for school activities. Full details of the governing body's policies are available at the school concerned.

## Public Examinations

Under the Authority's system of comprehensive education, children are entered for public examinations appropriate to their age, aptitude and ability.

Decisions on the particular examinations for which children are to be entered are a matter for the professional judgement of the Head Teacher and the teaching staff. Where entry is recommended by the Head Teacher

The following vaccines will be offered to your child while at secondary school via the school immunisation team. For further information regarding the vaccine please see the NHS choices page or alternatively the school can provide the contact details for the school immunisation team or you can speak to your own practice nurse at your GP practice. Prior to immunisations taking place you will be provided with a consent form which