

## **Rotherham Admission to Secondary School – Legal requirements**

### **School Admissions Code 2021**

The purpose of the Code is to ensure that all school places for maintained schools and Academies (excluding maintained special schools and special academies) are allocated and offered in an open and fair way. The Code has the force of law, and where the words '**must**' or '**must not**' are used, these represent a mandatory requirement. Admission authorities and local authorities **must** also comply with the regulations and legislation set out in the Appendix to the Code.

In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and

A parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority.

All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. The offer is made on National Offer Day – this is **1 March** for secondary schools (or the next working day where 1 March falls on a weekend or bank holiday), in the year in which the child will be admitted.

Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Further information is available on the Local Authority website:

<https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals>.

Email [schoolappeals@rotherham.gov.uk](mailto:schoolappeals@rotherham.gov.uk)

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admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

[admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)