

OUTWOOD ACADEMY CITY ADMISSIONS POLICY 2024/25

The admission authority for Outwood Academies is Outwood Grange Academies Trust. The admission number has been determined for 2024/25 as:

Outwood Academy City 240

Admission Numbers

School admission numbers are set with regard to the physical capacity of the school.

The admission number will apply to the relevant intake year only. (Y7 for secondary schools). The admission number will remain the same for the relevant year group throughout the progression of the year group through the school.

Oversubscription Criteria

Special educational needs

Any child that has an Education Health Care Plan or a statement for SEN that names a specific school must be offered a place there.

The following oversubscription criteria outline the priorities for admission to Outwood Academy City. These criteria have been consulted upon and approved by the Admission Authority.

1. Children in Care (previously In Care)

Pupils who are in care or previously in care (children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being In Care). This includes those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Children in this category will be prioritised at their preferred school.

2. Catchment Area with Sibling

Children who live in the catchment area at the latest date for receiving applications and who will have a sibling attending the preferred school in September 2024 will be prioritised above other catchment applicants.

3. Catchment Area

Children living in the catchment area for the preferred school that will not have a sibling attending, will be considered next. The Authority does prioritise catchment area residents, however places are not guaranteed.

4. Brothers or sisters (siblings) of children refused a place at their Sheffield catchment school

In circumstances where parents have applied on time for 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 available school.

5. Brothers or sisters (siblings)

Children who will have an older brother or sister (sibling) at the preferred school on the date of admission, will be offered a place if any places remain after all above categories have been allocated. A pupil is not afforded sibling status if the older sibling transfers to a school sixth form having not previously attended there.

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 stepsister (including half brothers/sisters) and in both cases will attend the preferred school at the time of entry.

Where places are obtained under this category, parents and carers must note that places cannot be guaranteed in future years for younger children.

6. Designated feeder school

If your child attends a primary school which is officially designated as a feeder to a secondary school, but you live outside the catchment area, you will be offered a place after all above categories have been allocated. Parents whose child falls under this category should note that if they attend a non-catchment primary school they have less chance of being allocated a place at the linked secondary school than those who live in the catchment area or have a brother or sister at the school.

For information about designated feeder schools please see the Local Authority's Admissions website or contact Secondary Admissions on 273 5790.

7. 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

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

- Where exceptional medical, social or special educational needs are demonstrated/supported by professional evidence, an application may be prioritised by the Admissions Committee (AC) but only within the admission category. Please note this list of circumstances is not exhaustive and is provided simply as an example of reasons for which the AC may prioritise a case. It is your responsibility to provide supporting evidence to demonstrate your exceptional reasons. For example, if you or your child has medical reasons for applying for a school, you must provide evidence from a relevant medical professional with your application. If you apply on line or over the telephone you can send any additional evidence by post
- If there are no exceptional circumstances, all applications will be prioritised first by the admission category and then by distance from the home address to a designated point at the school building. This is a straight-line measurement.

Twins and Multiple Births

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

Children living equal distances from the School

In circumstances where two or more children live at addresses that are equidistant from the school the place will be allocated through the process of Random Allocation.

Please contact the Admission Team (Tel: 273 5790) if you have any queries about how you fit into the above categories.

Admissions Committee (AC)

Applications will be considered against the oversubscription criteria described above where applications exceed the published admission number.

Where parents provide additional evidence from a professional to support their application, it will be submitted to the Admission Committee which may consider giving priority if it is satisfied that circumstances are exceptional. It should be noted that where medical needs are given as a reason for applying for a particular school, the medical needs must relate to the child, not the parent. If supporting information is not provided from a professional then distance from home to school will be used as a tie-breaker. (This process is undertaken before the national offer date of 2 March 2024). The Admissions Committee consists of Elected Members who have delegated authority to make admission decisions on behalf of Sheffield City Council. The Committee will take account of the individual parental reasons, for applying for the school against other applications by parents in the same admission category. The Admissions Committee may prioritise any case within the admission category but cannot prioritise an application from a lower category above an application from a higher category eg. feeder applicants cannot be prioritised above catchment.

Online Admissions

Save Time Apply Online at www.sheffield.gov.uk/home/schoolschildcare/apply-school-place
You may apply online for your child's school place. Consider the benefits:

- It's quick, safe and secure.
- You will receive an immediate acknowledgement via e-mail to confirm receipt of your submission.
- You can change your application up to a set deadline.
- We will let you know which school your child has been allocated via email on 1 March 2024.
- There is no risk that your application will get lost in the post.
- The facility is available 24 hours a day 7 days a week up to the closing date of 31 October 2023.

How to access the online facility

Access the Council's website using the following address: www.sheffield.gov.uk/pupiladmissions and click on the "Online Admissions" link. This will take you to the Pupil Admissions online facility. From here you will be asked to register.

How to register

- All users will need to register their details before an application can be made.
- Once you have registered you will be emailed a link to the online site.
- When registering take care to type in your email address correctly. If errors are made, you will not receive a password and will not be able to re-enter the site
- To re-enter the site enter your password and e-mail address in the space provided. Do not register again.

Making an application

- Your child has been allocated a Unique Identification Number (UID). This was noted on the letter.
- Enter the UID and your child's date of birth in the space provided. This will reveal your child's details (name, address) and invite you to enter your preferences and reasons for your application.
- If you do not have a UID, click on the box "No UID". You will be invited to enter your child's details and then express your preferences and reasons.
- You must submit your application. You will be asked to acknowledge that the information you have given is accurate and then to click submit again.
- Press continue to receive the option to print off a copy of your application.
- An acknowledgement will be sent to your email account confirming receipt of your application and listing the schools you have expressed.
- Each time you re-enter the site you must re-submit your application whether or not you make changes. Failure to do so may mean your application is not processed.

Help and assistance If you have any questions about your application and how decisions are made please contact Secondary Admissions on 0114 2735 790 or ed-admissions@sheffield.gov.uk.

The closing date for submission of secondary applications is 31 October 2023.

Fraudulent Applications

The City Council makes every effort to ensure that all school places are allocated in strict accordance with its published admission arrangements. All addresses are checked with your child's primary school. The Authority takes the issue of fraudulent applications very seriously. If the Authority receives any information alleging that an application has been made fraudulently it will require parents to provide at least two forms of proof to confirm the address. Where the Authority has made an offer of a place at a school on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of entry, it will be withdrawn . If the Authority withdraws a place on the above grounds you will be offered a place at another school and notified of your right of appeal.

Withdrawing places

Places will also be withdrawn where allocations have been made in error.

Co-ordinated Admission Arrangements

The co-ordinated scheme for admissions to Year 7 at a secondary school is designed to ensure that every parent who lives in Sheffield and has applied for a school place for their child receives a single offer of a school place on the same day. You will only have to complete one application to apply for a combination of any three schools in Sheffield or within another Authority, including voluntary aided schools, Academies, Trusts and Foundation schools. In order to provide every parent with an offer of one single place, Sheffield Authority will be working collaboratively with the Governing Bodies of the Catholic secondary schools within the area of Sheffield as well as neighbouring authorities. As long as you submit an application form or apply online before the closing date, a single offer of a school place will be made on 1 March 2024. A full version of Sheffield's coordinated admission scheme can be found on the Council's website; www.sheffield.gov.uk/pupiladmissions

What if I do not make an application?

Parents who do not make an application will not receive an offer of a school place on 1 March 2024. The Authority, with assistance from your child's primary school, will make every effort to help and encourage you to express preferences. If a form or online application is not submitted the following action will be taken;

- A place will be allocated for the child at the nearest community school, to their normal place of residence, with available places.

Please note that the Authority strongly advises parents to complete and submit a common application form or apply online. Non-completion of an application will seriously reduce your child's chance of being offered a place at a school you want, since places will be allocated first to parents who have expressed preferences.

When will the process start?

If you live in Sheffield and your child attends a Sheffield Primary School, you will receive a leaflet and covering letter from your child's current primary school. Sheffield residents whose children attend a private school or school in another Authority, should apply online, or contact Pupil Admissions to obtain an application form.

September/October 2023 - Open evenings held at Secondary Schools

31 October 2023 - Closing date for returning your completed application form

1 March 2024 - Offer Date

What decisions do I have to make?

You must decide which schools to apply for. If you do not express your preference online or submit an application, the pupils of parents who do, will be considered before your child. If your child has special educational needs and you would like advice about how this may effect your preferences, please contact the SEN Transitions Team on 0114 273 6394.

- It is your responsibility to provide evidence to support your application including relevant medical information. If you wish to apply for an aided school located in another authority, you are advised to contact the school to find out what additional information is required.
- You have the right to apply for a place at any school. Places are not reserved in catchment schools for parents who apply to other schools and are unsuccessful. You do not have to apply for your catchment school but a place cannot be reserved at your catchment school if your application elsewhere is unsuccessful. You will have a higher priority for your catchment school but a place cannot be guaranteed.
- Admission Authorities must comply with parental preferences where they can but because there are limits on the number of places available at each school, it is not always possible to do so.

Open evenings

You and your child are strongly advised to visit the schools for which you intend to apply. Open evenings are held throughout September and October. A list of open evening dates are listed on the Admissions website. Alternatively you may request details from Pupil Admissions, or from your child's primary school. A Local Authority representative will usually be available at the open evenings to offer help and advice about applying for secondary school.

School prospectus Information about each school is published annually by the Governors in the school prospectus. The prospectus contains information about the curriculum and organisation of education and teaching methods of the school, a statement of the aims and values of the school, and details of examination results and pupils attainments at the key stages. It may also contain other information about dress code, demand for school places, directions to the school and other general information. Parents can obtain a prospectus for any of Sheffield's secondary schools, free of charge, directly from the school.

When do I have to make my decisions?

The closing date for returning completed application forms is 31 October 2023 but please check the closing date for online applications on the council website.

What happens if my application is late?

You have less chance of receiving a place at one of the three schools you have applied for.

What do I do when I have made my decisions?

- You are advised to complete all sections of the application. It is important that you give full reasons for your application even if it is your child's catchment school. This information may be considered by the Admissions Committee if supported by information from a professional where a school is oversubscribed.

- Decide whether to apply online or on the paper application form which is available from the primary school or the Admissions Team.
- Return your completed form to the Admissions Team or notify your child's primary school that you have applied online or over the phone.
- If any of your preferences are for a voluntary aided school in Sheffield, Barnsley, Derbyshire or Rotherham. You must obtain an 'additional information' form from school and return it to the school for which you are applying.
- Enclose with your form any supporting evidence, eg. medical information. If you apply online send your evidence separately to Secondary Admissions.

What happens next?

If you apply online you will receive an acknowledgement instantly.

On 1 March 2024, you will be informed of your single allocated school place. This may or may not be one of your three preferences. If you have applied online you will be sent an email notifying you of the allocated school. If you have applied online you may also log onto the online site using your password to view the decision. If you applied on a paper form you will be sent a letter to your home address.

What happens if I change my mind about the preferences I have made?

This will depend on when you change your mind. If you change your mind before the closing date of 31 October 2023:

- You may amend your preferences at any point up to the closing date of 31 October 2023.
- Write to Secondary Admissions to confirm your new preferences, the order and supporting reasons.

By submitting new preferences you are notifying the Authority to disregard the original application. Parents need to be aware that the Authority will only process one common application per pupil at any given time.

If you change your mind after the closing date of 31 October 2023. The Authority will not accept a change of preference after the closing date without a genuine reason for doing so, for example, a recent change of address. If you would like to change your preferences you should write to Admissions to confirm your new preferences and explain the reason for changing your mind. If the Authority is not satisfied that your reason is genuine your new application will be classed as late and only considered after the allocation date of 1 March 2023.

Please contact Admissions if you are in doubt as to whether your new preferences will be accepted. Any change of preference received after the latest date for receiving applications (30 November 2023) will not be considered until after 1 March 2024.

If you change your mind after the offer day of 1 March 2024, contact the Secondary Admissions Officer on 0114 273 5790. Any application received after 1 March will be considered in date received order then in line with normal oversubscription criteria.

What happens if I don't get a place at one of my preferred schools?

Where a single offer cannot be made for any of the three preferences stated on your common application, a place will be allocated at your catchment school (if you did not indicate this as one of your three preferences and if there are still places available), or the nearest community school in Sheffield with available places. This is measured in a straight line from your home address to the school. This only applies to pupils who live in Sheffield. If you live outside Sheffield, your Home Authority will be responsible for ensuring that your child is allocated a school place for September 2023. Your child will automatically be placed on a waiting list for a school where he/she has been refused a place at a community school ranked higher than the allocated school.

What can I do if I am unhappy with the outcome?

You will be offered a right of appeal to an Independent Appeal Panel.

Detailed Information Admissions Terminology

Academy - An Academy is a state-funded, non fee paying independent school. Academies are required to comply with the code and law relating to admissions.

Admissions authority - The Admission Authority is responsible for determining admission to school. For community and voluntary controlled schools in Sheffield, the Admission Authority is the Local Authority. For Voluntary Aided, Trust and Foundation Schools and Academies the Admission Authority is the school Governing Body.

Admission arrangements - The Admissions Authority must publish the admissions arrangement for all its schools. They include admission numbers for schools, application procedures & timetables, oversubscription criteria and information about waiting lists.

Catchment area - Each community school has a catchment area. This is defined by the City Council. Your catchment area school is the school for which you have the highest priority.

Common application form - This is the application form that invites 3 preferences and supporting reasons. This form is to be completed whether applying for a community, foundation trust or aided school, Academy or a school in a different Local Authority.

Community schools - These schools come under the responsibility of the Local Authority. The admissions policy for Community Schools is determined and implemented by the

Local Authority - The Local Authority is the Admissions Authority for Community Schools and allocates school places. Composite prospectus The Education Act 2002 requires the Authority to publish information annually about admissions for the following school year.

Eligible for a school place - 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 has priority under the admission criteria when compared to other children.

Feeder schools - Each secondary school has a number of 'feeder primary schools' that are linked to the schools. Home authority The Authority in which the parent/carer and child resides.

IAN Indicated Admission Number - An IAN is determined in consultation with each school. This is the number of pupils that must be admitted to a school if sufficient applications are received.

Key stage 3 - Secondary School (year 7, year 8 and year 9).

Key stage 4 - Secondary School (year 10 and year 11).

Maintaining authority - The Authority in which a school is located.

Normal place of residence - The child's normal place of permanent residence will ordinarily 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 school - 30 November 2023. 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.

Oversubscription criteria - Each Admission Authority must establish criteria. This is applied where more applications have been received than there are places available at the school. The criteria determines which applicants will be offered places.

Parental preference - You are invited to express up to 3 preferences on a common application. The Admission Authority must comply with parental preference unless admission will prejudice the school. You are not guaranteed a place at any of your preferred schools.

Ranking - The order in which parents have to list their three preferences on the common application. Parents are advised to place their favourite school first. Sheffield's co-ordinated scheme Each Authority must determine a scheme which outlines how they intend to coordinate with neighbouring Authorities and other Admission Authorities within it's area, in order to carry out admissions for Sheffield residents.

Siblings - (definition for sheffield community schools, foundation, trust and academies) 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 be attending the preferred school at the point of entry.

Single offer - The one offer for a school place for your child as determined by the co-ordinated scheme.

Waiting lists - (definition for sheffield community schools) All pupils refused a place at any school ranked higher than the allocated school will be automatically placed on a waiting list for those schools. The waiting list will be discontinued on 31 December 2022.

Voluntary aided school - These schools are church aided. The Governing Body is the Admission Authority and establishes the admission arrangements and allocates school places.

Eligibility for a school place

All secondary schools have an indicated admission number (IAN) or admission limit which determines the number of available places at the normal age of transfer, in this case for Year 7. Once an IAN or higher admission limit is determined for a particular school year, that number will normally remain in force as that year group moves through the school. Where the Admissions Authority receives more applications than there are places at a school, it must have a method of prioritising the applications to determine which applicants will be eligible for a school place. This is known as the 'oversubscription criteria'.

Consideration of Preferences

At the closing date of 31 October 2023 the process of trying to meet parental preferences begins. This means that all Admission Authorities for schools named on the common application have to determine whether the child is eligible for admission to their school. Your preferences will be assessed against the oversubscription criteria that applies to each of the schools. If you have applied for an aided school or a school in a different Authority, Sheffield will liaise with the relevant admission authority to assess the eligibility of your application for those schools. Once it is determined which of the preferred schools your child is eligible for (this could be all three, a combination of two, one or none of the schools indicated on your common application), the Authority will allocate the highest ranked school for which you are eligible.

Offer Date

Applications received up to and including 30 November 2023 will be allocated a school place on 1 March 2024.

Late Applications

- Applications and changes of preference or circumstances received after 30 November 2023 will be dealt with after 1 March 2024 and will be processed in date received order.
- Where the Local Authority has not received an application from a Sheffield resident for any school by 2 June 2024 at the latest, a place will be offered at the nearest available school. Waiting Lists (for Sheffield community schools - trust, foundation and academies who operate the same oversubscription criteria as Community Schools)
- The Authority will establish a waiting list for all Community, Trust and foundation secondary schools and Academies in Sheffield where the number of applications for those schools has exceeded the number of places available.

- Your child will automatically be placed on a waiting list for a community school where he/she has been refused a place at a school ranked higher than the allocated school.
- Waiting lists for community schools will be maintained until the 31 December 2024.
- Priority on the waiting list is determined according to the oversubscription criteria for that school not by the length of time on the list or date of application.
- Your child's position on a waiting list can go down as well as up because of how pupils are prioritised on the list.
- A place normally becomes available at an oversubscribed school only when the number of pupils allocated falls below the published admission number.
- Should a place become available at an oversubscribed school, it will be automatically allocated in writing to the child at the top of the list. The previous school allocated by the Local Authority will automatically be withdrawn.
- If you no longer wish to remain on a list, please contact the Admissions Team.
- If you would like your child to be placed on a waiting list of a school that you ranked lower than the one you have been allocated, you must request this in writing to the Admissions Team.

A place on the waiting list does not guarantee that your child will secure a place at that school, nor does it mean that you should not continue to try and secure a school place elsewhere.

Change of Address

If you change address or are planning to move, the Admissions Team will need to see proof of your new address. A house move may change your catchment area and affect the status of your application. If you are considering a change of address you should contact the Admissions Team to be advised of the possible change to your application and to determine what proof is required.

Entry Outside the Normal Year Group

On rare occasions parents may seek entry into secondary school for their child earlier/later than the normal date. In such cases parents should make their request in writing to Secondary Admissions giving full reasons.

In Year Application

Parents wishing to apply for a place in Year groups other than Year 7 should complete a transfer form available from your child's current school.

Fair Access Protocol

All Local Authorities are required to establish a protocol for placing vulnerable children over and above the normal admission procedures. The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol the Authority may admit a child to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements. The protocol may be applied to applications received outside of the 'normal year of entry'.

Admission to Schools for Children of UK Service Personnel

The Local Authority acknowledges that service families are subject to frequent movement within the UK and from abroad, often at relatively short notice. Although the local Authority is not able to reserve places for blocks of pupils of service personnel it may accept applications from parents returning to their area some months in advance and may allocate a school place where the school has a place available.

Statutory Appeal

The following appeal process does not apply to pupils with a statement of special educational needs or Education Health Care Plan. If your child has a statement or Education Health Care Plan, please contact the SEN Transition Team on 0114 273 6394 for further details.

If your child has been refused a place at a school, you have a right of appeal to an Independent Appeal Panel. To appeal you must complete an appeal form which must be obtained by downloading a form from; Sheffield City Council's website; www.sheffield.gov.uk/pupiladmissions or by contacting the Admissions Team; The Admissions Team Floor 5, West Wing Moorfoot Sheffield S1 4PL Tel: 0114 273 5790 ed-admissions@sheffield.gov.uk.

Before completing your appeal form, you should read the 'Guidance for Parents on Appeals' document that accompanies the appeal form. It has been produced to help you understand the role of the Independent Appeal Panel. You should set out the reasons why you want your child to attend the particular school and include any supporting documentation. You should return your completed form and any supporting information to Legal and Governance, Town Hall, Sheffield S1 2HH. Appeal hearings for forms received after the date advised in the letter may be subject to delay.

You will be notified in writing by Legal and Governance Services about the date when the Appeal Panel will meet to consider your application. The hearings are normally held in the Town Hall, Pinstone Street. You have the right to attend the hearing and speak in support of your appeal and you may, if you wish, be accompanied by a friend or representative.

THE INDEPENDENT APPEAL PANEL'S DECISION IS FINAL AND BINDING ON THE ADMISSIONS AUTHORITY, THE SCHOOL AND THE PARENT. PLEASE NOTE: You may not appeal again for the same school in the same academic year unless there has been a significant and material change in circumstances. appeals for a school not maintained by sheffield local authority If you wish to appeal for a school in a neighbouring Authority, you must obtain an appeal form from that Authority. Please note, if you successfully obtain a place through Appeal at a school maintained by another Authority, your child's place at a Sheffield school will be withdrawn. Appeals that are submitted on time will normally be held between April and June 2024.