



**Doncaster**  
Metropolitan Borough Council

# **Admission Arrangements For Community Schools**

**2018 - 2019**

(V2)

# **Doncaster Council**

## **Admission Arrangements for Community Schools**

### **2018/2019 School Year**

- 1 The Local Authority (LA) is the Admission Authority for community schools. Only the LA is able to decide who is eligible for a place in these schools. Neither the Headteacher nor their representatives are able to offer a school place.

#### **General Statement**

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

#### **Published Admission Number**

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the LA consults with the Governing Body of the school before the admission number is set. (See Appendix 1.)
- 4 Before making a final decision, the LA consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Co-ordinated Admission Scheme<sup>iii</sup> (CAS).

#### **Expressing A Preference**

- 6 Applications for admission should be made in accordance with the relevant CAS.

#### **Closing Date For Receipt Of Parental Preferences**

- 7 The closing date for receipt of preferences for the year of entry is 15 January 2018. Late applications for the year of entry are processed after those received by the closing date.

#### **Announcement Date for Parental Preferences**

- 8 For those applications received by the closing date noted in 7 above, emails and letters will be sent to parents on 16 April 2018.

## Eligibility For A Place At A School - Oversubscription Criteria

### A. Primary and Infant Schools

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) **Looked After Children and all previously Looked After Children<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions))

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. For other admissions the applicable date is the date of application.

c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant school, attendance at a linked junior school will be included.

d) **Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence<sup>v</sup>, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

## Eligibility For A Place At A School - Oversubscription Criteria

### B. Junior Schools

- 10 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care plan or Statement of Special Educational Need naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children and all previously Looked After Children<sup>iv</sup>**

b) **Link Schools**

Children attending a school which is a linked infant school and who have, on the closing date, attended a linked infant school continuously for more than one calendar year. (See Appendix 1.)

c) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions))

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. For other admissions the applicable date is the date of application.

d) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, at the point of admission. Attendance at a linked infant school will be included.

e) **Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence<sup>v</sup>, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

## **The Offer Of A Place At A School**

- 11 Decisions will be sent to parents in accordance with the Authority's CAS. i.e. for those received by the closing date the national announcement date is 16 April 2018.

## **Waiting Lists**

- 12 For the year of entry, pupils will be added to the waiting list(s) of community schools where they are refused a place and those schools were ranked higher on the AF than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e. 31 December 2018.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

## **In Year Transfers**

- 14 Applications for in year transfers are considered in accordance with the LA's CAS.
- 15 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 16 A pupil will be deemed eligible for admission if there are sufficient places (see point 22, regarding repeat applications) unless specific circumstances apply<sup>vi</sup>. However, a pupil will not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.
- 17 Where multiple applications are received for the same year group and there are insufficient places for all applicants, eligibility for admission will be considered in accordance with the admission criteria set out above.
- 18 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 19 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 20 Pupils are normally admitted to a school at the start of the next new term other than:-
  - a. where the Headteacher in consultation with the LA considers that the pupil should be admitted earlier in the circumstances of the case, or;
  - b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the pupil would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
  - c. the pupil is not on the roll of a school.
- 21 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 22 Repeat applications made for the same year group during the same academic year will not be considered unless there has been significant and material change to either the families or the schools circumstances, since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal or parents chose not to disclose information, this will not be considered as additional information or a change in circumstances.
- 23 In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

- 24 If an application from a Doncaster resident is refused and the pupil does not currently have a place in a Doncaster school, a place will be offered at an alternative school in accordance with the LA's CAS.

### **Independent Appeals**

- 25 If a place is not offered at a preferred school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 26 Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

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### **Explanatory Notes**

#### **i Application Form (AF)**

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

#### **ii Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

#### **iii Co-ordination/Co-ordinated Schemes(CAS)**

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

#### **iv Children who are Looked After Children and all previously 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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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#### v **Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. An address will only be considered when they are living there. This includes updating the position on a waiting list.

#### vi **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

## **General Information**

### **Delaying Entry to a Reception Class and Part-time Attendance**

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

Parents can also request that their child attends part-time until the child reaches compulsory school age. The request will be considered by the headteacher in circumstances where it appears to be in the best interest of the child.

### **Deferring Entry of summer born children outside their normal age group**

Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the Local Authority 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 head teacher and any supporting evidence provided by the parent.

If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).

Parents should set out their reasons for their request using the Deferred Entry Request Form and send it to the Local Authority during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date - 15 January. Further guidance and the form can be found on the Council Website at [www.doncaster.gov.uk/services/schools/primary-admissions](http://www.doncaster.gov.uk/services/schools/primary-admissions)

### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

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### **Admission of Service Personnel and Crown Servants**

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

### **Further Information**

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Primary School Booklet, available as follows:-

Telephone: 01302 735988

Address: Education Services: School Admissions, Attendance and Pupil Welfare,  
Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)



## Published Admission Numbers

School Name	Admission Number	School Name	Admission Number
Adwick Primary	60	Mexborough Highwoods Primary	30
Arksey Primary	20	New Pastures Primary	40
Armthorpe Southfield Primary	30	Norton Infant	60
Armthorpe Tranmoor Primary	60	Norton Junior	60
Askern Moss Road Infant	40	Owston Park Primary	60
Askern Spa Junior	90	Park Primary	60
Barnburgh Primary	30	Plover Primary	50
Bawtry Mayflower Primary	40	Rossington Toredale Infant	60
Bentley High Street Primary	50	Sandringham Primary	60
Bentley New Village Primary	60	Scawsby Rosedale Primary	30
Bessacarr Primary	60	Scawsby Saltersgate Infant	90
Carcroft Primary	60	Scawsby Saltersgate Junior	90
Copley Junior	56	Scawthorpe Castle Hills Primary	40
Edlington Victoria Primary	60	Scawthorpe Sunnyfields Primary	40
Hatchell Wood Primary	60	Sprotbrough Orchard Infant	56
Hatfield Sheep Dip Lane Primary	40	Stainforth Kirton Lane Primary	30
Hawthorn Primary	40	Stirling Primary	60
Hayfield Lane Primary	30	Thorne Brooke Primary	50
Hexthorpe Primary	90	Thorne Green Top Primary	60
Hill Top Primary	50	Thorne King Edward Primary	50
Intake Primary	60	Tickhill Estfeld Primary	30
Kirkby Avenue Primary	50	Toll Bar Primary	30
Lakeside Primary	50	Town Field Primary	60
Littlemoor Children's Centre and School	60	Wadworth Primary	30
Long Toft Primary	60	Warmsworth Primary	60
Mallard Primary	60	West Road Primary	50
Marshland Primary	30	Windhill Primary	40
		Woodlands Primary	60

**Linked Community Schools  
(Infant/Junior)**

Norton Infant	Norton Junior
Littlemoor Children's Centre and School Askern Moss Road Infant	Askern Spa Junior
Sprotbrough Orchard Infant	Copley Junior
Scawsby Saltersgate Infant	Scawsby Saltersgate Junior
Rossington Toredale Infant* Grange Lane Infant Academy	Pheasant Bank Academy

\* Community School linked to an Academy.