



Admissions Policy

Status	Statutory
Responsible Directors' Committee	Directors Board
LGB Committee	Local Governing Board
Responsible Persons	Mrs. B Nixon
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Version Control

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
V2	March 2018	J Tuke	No revisions made
V3	March 2019	J Tuke/Y Rodgerson	Pg 3 section 1 – added LGB Pg 3 section 3.3 – names of forms Pg 5 section 9.1 – additional wording Pg 6,7,8 – new section to include Nursery Admissions process Pg 10 Appendix 1 – addition of Nursery Numbers Pg 11 Appendix 2 – addition of key dates
V4	May 2019	Y Rodgerson	Pg 8 section 12 – additional section on deferred entry for summer-born (in yellow) Pg 15 appendix 3 – additional appendix Deferred Entry Application (in yellow)
V5	Oct 2020	J Tuke	Pg 10 Appendix 1 addition of SDLA admission numbers
V6	September 2021	L Burton	Updated to include new dates. Updated to DFE School Admissions Code September 2021 Section 3.2 added in requirement to update LA of any changes to PAN Section 6a updated to include children looked after outside of England



			<p>Section 6d added in external supervision of random allocation process and measurements taking into account 2 residential addresses</p> <p>Section 7 added in National Offer Date for Primary place allocations</p> <p>Section 9 added in how looked after children will take precedence on waiting lists</p> <p>Section 10 added in LA responsibility for managing in year applications</p> <p>Section 11.4 added in dates for 2022 nursery admissions</p> <p>Section 12 – Removed out of date information and added in updated guidance from 2021 DFE Admissions code</p> <p>Appendix 2 updated key dates</p>
V7	October 2022	L Burton	<p>Appendix 1 – updated to include 3 new academies PAN numbers</p> <p>Appendix 2 – updated key dates</p>



1. Admission Arrangements for Exceed Learning Partnership Academies

Unless delegated to the Local Authority, only the Directors/Local Governing Body are able to decide who is eligible for a place at that academy/school. Neither the Principal nor their representatives are able to offer a place. At Exceed Learning Partnership the Admission Arrangements for all Academies within the Trust is delegated to Doncaster Local Authority

2. General Statement

In Doncaster, each academy 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 academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its academies/schools.

3. Admission Number

- 3.1 An academy must have an admission number (see appendix 1) for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the Academy in question'. The admission number for each year group is set with regard to the capacity assessment for the academy, taking into account the nature and type of the academy 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 academy and those who teach and support them. Where necessary, the Governing Board of each academy consults with the CEO on any proposed changes to the admission number for the academy. (see Appendix 1 for our academies' admission numbers).
- 3.2 Before making a final decision, the CEO along with the Governing Board and the Academy Principal, will consider 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. If at any time following the determination of the PAN, a decision is made that the Academy is able to admit above its PAN, it MUST notify the Local authority in good time to allow the Local Authority to deliver its coordination responsibilities effectively.
- 3.3 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on a Common Application Form (AF)ⁱ under a Coordinated Admission Scheme (CAS).

4. Expressing a Preference – Year of Entry

Applications for admission to an academy's year of entry must be made in accordance with the relevant Coordinated Admissions Scheme. The Admissions Scheme is published on the Doncaster Council Website

5. Closing Date for Receipt of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.

6. Eligibility for a Place at a School – Oversubscription Criteria



This section outlines the criteria used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each Academy will be sorted in the order of the criteria outlined below. The remaining criteria are 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.

This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangement order or special guardianship order.

b) Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

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

c) Siblings

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

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

Children who live nearest to the requested academy, measured in a straight line from the centre point of the child's ordinary place of residence to the entrance nearest to the reception point of the academy.

If two or more pupils live equidistant from the academy, the distance each pupil lives by road from the preferred academy 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. The random allocation process will be supervised at all times by someone independent of the academy.

In the case where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the measurements will take into account both places of residence.

Measurements will be made using a computerised programme.

7. The Offer of a Place at an Academy/School

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme. The offer is made on the National Offer Day. For Primary schools this is the 16th April (or by the next working day when the 16th April falls on a weekend or Bank Holiday)

8. Unsuccessful Applications

Any parent whose child is not offered an academy place for which they have expressed a preference has the right to an independent appeal.



9. Waiting Lists

- 9.1 Pupils will be added to the waiting list(s) of academies where they are refused a place and those academies were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the Autumn Term (31st December).
- 9.2 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy. 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 written confirmation of the vacancy is received.
- 9.3 Looked after children or previously looked after children will be allocated a place at the academy in accordance with the Fair Access Protocol and will take precedence over those on the waiting list.

10. In-Year Transfers

- 10.1 A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the Doncaster Council website.
- 10.2 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.
- 10.3 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.
- 10.4 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.
- 10.5 If a place is agreed, the Principal will, within two weeks of a place being offered, determine a start date.
- 10.6 Pupils are normally admitted to an academy at the start of the next new term other than with the prior approval of the Principal of the academy or in circumstances beyond parental control e.g. movement into the borough.
- 10.7 Pupils are required to start at the academy within two weeks of the start date offered by the Principal 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.
- 10.8 Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been significant and material change to either the families' or the academy's 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, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 10.9 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

11. Nursery Admissions



11.1 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.9)

11.2 Pupils are entitled to 15 hours' free provision per week for 38 weeks.

11.3 Admission Limit

The Admission Limit of each academy (see appendix 1) determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and;

- is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and
- takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.

11.4 Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2023 is 4 October 2022. Decisions are posted to parents on 8th November 2022. Late applications are accepted and will be considered after those received by the closing date have been processed.

11.5 Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.

11.6 Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2022 will normally be admitted part-time to a nursery class from the start of the following school year.

11.7 Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

11.8 Only in exceptional circumstances will a pupil be allowed to transfer between academies/schools during a term i.e. where they change their address or there is a change in child care arrangements.

11.9 Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

- a) Children born in the Autumn Term may be able to start in the Spring Term.
- b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

11.10 Allocation of Places and Admission Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

- a) Looked After Children or All Previously Looked After Childrenⁱⁱⁱ.

- b) Children who are ordinarily resident in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

- c) Doncaster Children, living within the same family unit (e.g. step siblings, foster siblings, adopted siblings) who are attending the academy at the point of application (excluding nursery).
- d) Doncaster children who live in the catchment area of an academy without a nursery.
- e) Doncaster children who live in the catchment area of an academy with a nursery.
- f) Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the academy building. In the case of split-site academies, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

11.11 Waiting Lists

In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application.

11.12 Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

11.13 Further Information

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy or the LA as follows: -

Address: Admissions and Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU
Telephone: 01302 737274 or 01302 737205
email address: admissions@doncaster.gov.uk

12. Deferred Entry for the Admission of Summer Born Children

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and Exceed Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

The updated guidance published by the DfE (September 2021) School Admissions Code states that parents of summer born children may choose not to send that child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1.



Decisions for the admission of summer born children must be made on the basis of each case and in the best interest of the child concerned. This will include taking into account the views of the parent, information about the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional. Admission authorities must also take into account whether the child has previously been educated out of their normal age group: and whether they may have naturally fallen into a lower age group if it were not for being born prematurely.

12.1 When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January)
- For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)
- For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

12.2 What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age;
- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only:

- delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

12.3 How do I make the request?

Before deciding to defer your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.



Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (Exceed Learning Partnership) delegated to Doncaster MDC
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within Exceed Learning Partnership, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

As described above, each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Principal of the school concerned. You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year.

If your request to defer is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

12.4 Do I need to provide medical evidence or reports from an educational psychologist?

As detailed above, you may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

12.5 Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

12.6 Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

12.7 Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they



would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

12.8 What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

12.9 Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

12.10 I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

13. Independent Appeals

If a place is not offered at a preferred academy, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

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.

14. General Information

14.1 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 admission authority of their circumstances as they apply to the admission criteria at the time of application.

14.2 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.

15. Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

ii Coordination Admissions Scheme (CAS)

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.



iii Looked-After Children or previously Looked-After Children

Children who are in the care of a local authority as defined by Section 22 of the Children’s Act 1989 at the time of application. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children’s Act 1989) or became subject to a residence order (Section 8 of the Children’s Act 1989) or special guardianship order (Section 14a of the Children’s Act 1989).

iv Ordinarily Resident

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. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

v 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 the Local Authority’s In-Year Fair Access Policy.

Policy Agreed: November 2020 and reviewed September 2022

Signed CEO:

Signed Chair of Directors:

Policy to be reviewed: September 2023



Appendix 1 Exceed Learning Partnership Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Carr Lodge Academy	60	52
Edlington Victoria Academy	60	52
Hill Top Academy	50	52
Sandringham Primary School	60	52
Sheep Dip Lane Academy	40	52
Willow Primary School	60	0
Rosedale Primary School	30	39
Bentley High Street Primary School	60	104



Appendix 2 School Admissions September 2023-2024 academic year

Please apply on line <https://www.doncaster.gov.uk/services/schools/school-admissions>

For further information, please contact:

- telephone: 01302 736000
- admissions@doncaster.gov.uk

Nursery Admissions

4 October 2022	Closing date
7 November 2022	Announcement date – Letters Posted

Reception and Junior Admissions

15 January 2023	Closing date
6 February 2023	Details of all applications to be with schools
17 April 2022	National offer Day for Primary school places

Secondary Admissions

12 September 2022	Last date for leaflets and letters to be with parents
31 October 2022	Closing date for secondary applications
4 December 2022	Details of all applications to be with schools
1 March 2023	National Offer day for secondary school applications



Appendix 3 Request for Deferred Entry to a Reception Class

Request for Deferred Entry to A Reception Class

This form is for parents of summer born children (children born between 1 April to 31 August in any year) seeking approval for their child to be admitted out of their normal age group. If approved, you will be entitled to apply for a place for your child to start a reception class when they reach compulsory school age (ie the term following their fifth birthday).

If you are applying to an Academy, Aided or a school outside of Doncaster you will need to contact the school directly for information on how to make your request. You may use this form.

Child's Forename	Child's Surname	Child's Date of Birth
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Your Address		<table border="1"> <tr><td>Male</td><td><input type="checkbox"/></td></tr> <tr><td>Female</td><td><input type="checkbox"/></td></tr> </table>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Male	<input type="checkbox"/>					
Female	<input type="checkbox"/>					
House No./Name	_____					
Street Name	_____					
Village	Town					
Post Code	<input type="text"/>	<input type="text"/>				

Phone Number	Email Address
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Parent/Guardian's full name: _____

Name of school(s) to which you are seeking approval to apply outside of the normal age group. _____

Is your child currently being assessed for an Education Health and Care Plan? YES /NO

Is your child currently in receipt of early years' provision: YES / NO (delete as applicable)

Name of early years' provider:

Number of hours attended:

Was your child born prematurely? YES / NO (delete as applicable)

If yes, please provide your child's due date: day month Year



Are there any other agencies involved with your child ? Please give details below:-

.....
.....

Please explain below why you consider deferred admission to a reception class is in your child’s best interests. If you wish to provide any professional evidence to support your request, please attach it to this form.

Signed: Date:

I confirm that the information provided on this form is true and accurate.

I have discussed this request with any person who has parental responsibility for the child. I consent to the information contained in this form being shared with the Principal/Headteacher of the school(s) to which my request for deferred entry is made.

Please return your completed form, along with any additional documentation you wish to be considered, to: The School Admissions Team, Doncaster Council, Civic Building, Waterdale, Doncaster DN1 3BU, or to your school/academy in the first instance.

Data Protection

We need the information we are asking for so that we can consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared with other agencies that are involved in the health and welfare of school children. If you have any questions, contact Doncaster Council’s School Admission Team, or your school or academy in your first instance.