

Moving to Secondary School

How to apply for a Secondary School place for September 2025

**For pupils born between
1 September 2013 and 31 August 2014.**

This leaflet tells parents how to apply for a place in
a secondary school for the first time.

Save Time - Apply online

The Secondary Admissions Team
can be contacted on
(0114) 273 5790 or by email at
ed-admissions@sheffield.gov.uk

This guidance applies to pupils living in Sheffield.

If you live outside Sheffield you **MUST** apply through your own
home council, even if your child attends a school in Sheffield
and you wish to apply for a secondary school in Sheffield.

**If you live outside Sheffield and you apply on a Sheffield form
(online or paper), we will discard your application.**



Quick Guide to making your Application

- Complete an application **before the closing date** (14 October 2024 for online and 31 October 2024 for other applications).
- You are strongly advised to **use all three preferences**. This will increase your chances of securing a place at a preferred school.
- **Attend open evenings** to help you decide which schools to apply for. Times and dates are available at www.sheffield.gov.uk/pupiladmissions
- You should consider your preferences carefully. Please refer to the outcomes for last year on the Admissions website to understand the categories which were successful last year. You should bare this in mind when applying to help you make sensible preferences.
- You are encouraged to express your **catchment school(s)** as **one of your three preferences**. Although there is no guarantee of a place, your catchment school(s) is the school(s) for which you have the highest priority.
- Where necessary **provide reasons to support your preferences** and where possible **provide supporting information/evidence** from a professional.
- Read the rest of this leaflet and the **Guide for Parents Booklet** for more details.

How do I apply?

Online (via Citizens Portal) Apply online at: www.sheffield.gov.uk/schools-childcare/apply-school-place

Once you have submitted your application you will be sent confirmation by email. The outcome of your application will be emailed to you on 3 March 2025. Make sure that you make a note of your password and email address. You may re-enter the site to change your preferences any time up to midday on 14 October. Any changes after midday on 14 October 2024 must be made in writing to the Admissions team or by emailing: ed-admissions@sheffield.gov.uk

Other Applications (paper/post/email)

You can request an application from ed-admissions@sheffield.gov.uk or 0114 273 5790. This will be sent to you by email and when completed should be emailed back to the above address. A letter will be posted on 3 March 2025 to your home address, to confirm your allocated school.

You may apply for any school in Sheffield or in another Authority but Sheffield Admissions Team cannot accept applications for a private or independent school. These applications should be made directly to the school.

Children with an Education and Health Care Plan should already have received information about the transfer procedure and must make their application directly to the SEN Team.

When do I apply?

You may apply from the 1 July 2024. The online site closes at midday on 14 October 2024. The last date for receiving other applications is 31 October 2024.

Applying late could reduce the possibility of getting a place at one of the schools you would like.

How many schools can I apply for?

You are strongly advised to use all three of your preferences to increase the chance of being offered a place at a

school you would like and you should list them in your preferred order.

If your child is eligible for a place at more than one school, a place will be offered at the one you ranked highest.

Your letter tells you your local catchment area school(s). Although a place is not guaranteed, **it is advisable to include your catchment school(s) in your preferences** even if it's not your first preference school.

Please note, places are not reserved at your catchment school(s), if not expressed as a preference.

Reasons to support your preferences

You may wish to provide reasons to support your preferences. However, only where the reasons are supported by a professional will your application be considered by the Admissions Committee.

If you provide additional third party evidence from a professional it will be submitted to the Admission Committee which **may** consider giving priority if it is satisfied that circumstances are exceptional. The Committee can only prioritise your application within its admission category.

If you have any additional information from a professional to support your application or are **changing address**, it is your responsibility to send the documentation to the Admissions Team no later than 30 November 2024.

Additional reasons to support a preference for All Saints, Notre Dame or a school outside of Sheffield will not be considered by the Authority's Admission Committee.

For more details about how these schools consider supporting reasons, refer to the individual school policy.

Applying for All Saints or Notre Dame Catholic schools

Both catholic schools require a supplementary form, which can be downloaded from the website or by contacting the Secondary Admissions Team or, **All Saints on 0114 272 4851 or Notre Dame 0114 230 2536.**

You must complete the additional information form and **return it directly to All Saints and/or Notre Dame school.**

Applying for Parkwood E-ACT Academy

If you intend to apply for a place in Parkwood E-ACT Academy you will need to complete a supplementary form which can be downloaded from the website or by contacting the school (**0114 231 0221**) or Admissions. Once complete it must be returned directly to the school.

What if I don't apply?

Your child will be given a place at the nearest school with spaces. This may not be your local school.

If you do not need a school place because you have made alternative arrangements, please write to or email the Admissions Team and confirm the alternative provision eg. private school or home education (please provide name of school).

Factors that may affect your application

It is important that you tell us if your child is in care or has previously been in care as we may be able to prioritise your application. (Please see our website or contact Admissions for a definition, which may include adopted children).

Similarly if your child has a brother or sister attending the school to which you are applying, it is important that you provide details.

When do I find out?

The national offer day is **3 March 2025**.

What if I am unhappy with the offer?

The email or letter will tell you what you can do if you are unhappy with the outcome of your application and how to appeal.

Your child will be placed on the waiting list of any school ranked higher than the one offered. You can contact the Admissions Team for general advice and to ask about the availability at other schools.

Parental Agreement

We expect parents/people with parental responsibility (PR) to consult with each other and agree on the school(s) for which they wish to apply. We don't investigate whether applications have been agreed but by signing the application or submitting an online application, this is confirmation that you have discussed and agreed the preferences with anyone with PR.

We will not become involved with or resolve disagreements between parents. Where the child spends time at 2 different addresses, their parents must agree and notify us which address to use. If parents are unable to agree we will ask for details of where child benefit is paid and use that address.

We encourage parents to resolve any disagreements before the closing date as a delay may affect the availability of places at preferred schools.

Fraudulent applications

All councils make every effort to ensure places are offered fairly.

Fraudulent applications are taken very seriously and all allegations will be thoroughly checked and places withdrawn if necessary.

Places allocated in error will also be withdrawn.

Important!

You should read the Guide for Parents Booklet which will be available from September from the admissions website (see below). This contains details of school admissions policies, the number and category of places offered this year and the number of places for 2025.

The last date to apply online is **midday on 14 October 2024**. The closing date for other forms is **31 October 2024**.

It is not possible to guarantee admission to your preferred school even if it is your catchment or you have other children that attend. Also, patterns of allocations made in previous years are no guarantee of future outcomes.

Further information:

Admissions
Floor 5, South, Howden House
Union Street, Sheffield S1 4PL
Tel: 0114 273 5790

ed-admissions@sheffield.gov.uk
www.sheffield.gov.uk/pupiladmissions

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