

A guide for parents

Entry into Junior School 2024/2025

This booklet is for pupils
entering Y3 in September 2024

**You must apply by 15
January 2024**

Save Time - Apply online

The Junior Admissions Team
can be contacted on
(0114) 273 5766 or by email at
ed-admissions@sheffield.gov.uk

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Admissions – Top Tips

A high number of parents are offered a place at one of their preferred junior schools. To help you through the system we have produced the following top tips as a result of experience in previous years:

1 You must complete a Common Application Form (CAF)

If you do not complete an application you will not be offered a place at a Sheffield School. Places are not “reserved” at your linked or catchment area or school. If you do not make an application, you will not be offered a place.

2 Complete and submit your application by 15th January 2024

If you apply late, your application will be considered after all others so you will have less chance of obtaining a place at your preferred school.

3 Be realistic in expressing your preferences

You are free to apply for whichever school(s) you wish. You are strongly advised to read the information in this booklet. You need to work out where you are on the list of priorities for entry for any school you wish to consider. Please make informed choices.

4 Remember, whilst you can apply for any school, that does not mean that your child will receive a place there

If a school is oversubscribed we have to apply the oversubscription criteria which are provided on page 6 of this booklet. These criteria determine which children have priority for admission, please read and understand them. If you are applying for a Church Aided or Foundation School their criteria are also contained in this booklet.

5 Make sure you know who is making the decision about admissions

For Community and Voluntary Controlled Schools the City Council makes the decision. For Voluntary (Church Aided), and Foundation Schools and Academies it is the Governing Body.

6 Consider your options carefully

The Authority cannot advise you to apply for your linked junior school. It can however advise you of the possible outcomes if you do not. If you do not include your linked junior school as one of your preferences and you are unsuccessful in obtaining a place at another school, you will not automatically be offered a place there.

If for example your linked junior school has become full with pupils whose parents applied there, you may be offered the nearest school to your home address that has available places. This may be some distance away. The Authority does not guarantee places to at linked junior schools to pupils attending the linked infant school.

7 Select three different schools

You are strongly advised to use all three preferences. Selecting a second and third preference does not weaken your first preference, it does however give you a possible fall back position if your first preference is unsuccessful. Do not select the same school twice, it will not increase your chances.

8 Consider your ranking carefully

You will be offered a place at your highest ranked school with available places. If you are eligible for all three schools you will be offered the first ranked school. It is important therefore that you rank your schools carefully.

9 Previous years provide no guarantee

If any of your other children or neighbours obtained places at a school in previous years that is no guarantee that the same outcome will occur for the year you are applying to. This can be affected by the number of children in the cohort and by application patterns in any given year.

10 Provide any additional information

You are responsible for providing supporting information for your application.

This may include factors such as medical information from a relevant professional, family circumstances or any other factors that are relevant to you.

Where information from a professional is submitted to support your application, it will be considered by the Admissions Committee who may prioritise your application, within category.

There are no rules on this matter, if you think it is important include it in your application within category.

11 We use a straight line measurement as a tie-breaker

We do not use bus routes or walking routes. This may change the school that you consider to be your nearest.

12 Keep all correspondence

Keep all letters you receive in relation to your application as you may need them at a later appeal.

13 Finally – ASK!

Our experienced team of Officers is here to help you. We know what an important time this is and we want you to obtain a place at your preferred school. Contact details are provided on page 50.

Frequently Asked Questions

1 Is a place reserved for me at my linked junior school?

No, it is unlawful to reserve places. If you do not apply for your linked junior school as one of your 3 preferences you have less chance of being offered a place there.

2 Am I guaranteed a place at my linked junior school if I apply there?

No, places cannot be guaranteed even for linked infant applicants. If we receive more applications than places, we will refer to the oversubscription criteria on page 6.

3 Do I have a better chance by applying early?

No, all applications received up to the closing date will be considered equally.

4 What happens if my application is late?

You have less chance of receiving a place at one of the schools that you have applied for. For information on how the authority will deal with late applications, please see page 18.

5 Am I guaranteed a place at a school if I have another child there?

No, again there are no guarantees. Outcomes will depend on the number of applications received.

6 What if I want to apply for a school outside Sheffield?

You will need to apply to Sheffield Authority. We will then contact to the neighbouring authority on your behalf.

7 Can I apply for just one school?

Yes you can but you are strongly advised to submit **3 preferences**.

8 What if the school is oversubscribed?

If more applications are received than there are places we will prioritise places in the following order:

1. Children In Care or previously In Care
2. Attendance at the linked infant school. (in the event of oversubscription within this category, normal admission priorities apply i.e. 3, 4, 5 and 6 would be applied.
3. Catchment Area with siblings
4. Catchment Area
5. Siblings
6. Other applications

Church schools will do the same with their own criteria.

9 What happens if I am not offered a place at my first preference?

We will consider your second and third preferences and if possible offer a place at one of these. You will be placed on a waiting list for any higher ranked school for which you have been refused a place.

10 What happens if I am offered none of my three preferences?

You will be offered a place at the nearest school to your home address that has available places. This may or may not be your catchment area school. You will be placed on the waiting list for any school for which you are refused admission.

11 How does the waiting list work?

The waiting list starts on 16th April 2024 following allocation. Your position on the waiting list depends on the admission category you fall into, i.e. a “Sibling” category applicant will be higher than a “Other” category applicant.

The waiting list must be prioritised by admission category and not by the length of time spent on it.

A late catchment area applicant will

therefore automatically be placed above a “Sibling” category applicant. The waiting list is maintained until the end of the first term in 2024. If a place becomes available at a school it will be offered to the next pupil on the list.

12 How does the appeal process work?

You have an automatic right of appeal for any school that you are refused admission for. The appeal panel is independent of the Local Authority and has the discretion to offer a place at a school that is “full”. You will be notified of the appeal process if you are refused admission at any of your preferred schools.

13 If I appeal will I lose the place currently allocated to me?

No, a place at your allocated school will remain unless you secure a place elsewhere.

14 When and where are appeals heard?

If you apply on time, appeals are normally heard in June and July. Appeals for Sheffield Schools are held at the Town Hall in the City Centre. You will receive further details if you appeal.

15 Where can I obtain further information?

There is a great deal of information available on the process and on individual schools, these are just a few examples:

- Sheffield Local Authority Admissions website <http://www.sheffield.gov.uk/pupiladmissions>
- Advisory Centre for Education (Independent) <http://www.ace-ed.org.uk> Telephone 0808 800 5793
- OFSTED (School Inspections) <http://www.ofsted.gov.uk>
- Email: enquiries@ofsted.gov.uk Telephone: 0300 123 1231

Making an Application for a Junior School Place

2

Oversubscription Criteria (for Sheffield Community and Voluntary Controlled Schools and Academies)

Special Educational Needs

Any child that has a Education Health and Care Plan that names a specific school must be offered a place there.

The following oversubscription criteria outline the priorities for admission to Sheffield Community Controlled Schools and Academies schools. For details of the oversubscription for Voluntary Aided Schools please see page 34. These criteria are consulted on every year and are approved by the Elected Members of the City Council.

1 Children in Care (Previously in care)

Pupils who are In Care or previously In Care including those children who appear (to the Admission Authority) to have been in state care outside of England, will be admitted to the school. Children previously In Care are 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.

2 Attendance at the Linked Infant School

This category applies to the transfer from Year 2 to Year 3 at separate Infant and Junior Schools. Priority for a place at the Junior School will be given to Children who attend the designated linked infant school at the latest date for receiving applications for admission to the school.

In the event of oversubscription within this category, normal admission priorities (i.e priorities 3, 4 and 5) would be applied.

If any places remain after all children from the linked infant school have been accommodated, they will be offered in the following order of priority.

3 Catchment Area and Sibling

Children who live in the catchment area at the latest date for receiving applications and who apply for a place will be considered next. Catchment area children who will have siblings attending the preferred school or feeder Infant School will be prioritised above other catchment applicants.

4 Catchment Area

Children living in the catchment area for the preferred school that do not have a sibling attending, will be considered next.

Catchment areas can be checked at www.sheffield.gov.uk/pupiladmissions

5 Brothers or Sisters

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.

A sibling is defined as a child who permanently or usually lives at the same address as:-

- A brother and/or sister
- A step brother and/or stepsister (including half brothers/sisters)

And in both cases will attend or be allocated at either the preferred school or feeder infant 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 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 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 and of reasons for which the AC may prioritise a case. It is your responsibility to provide supporting third party evidence from a professional 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.
- 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. This is in a straight-line measurement from the school building to the house.

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 process of Random Allocation will take place.

Please contact Primary Admissions (Tel: 273 5766) if you have any queries about how you fit into the above categories.

Admissions Committee

Applications for oversubscribed schools will be considered against the oversubscription criteria described above.

Where parents provide additional third party 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. If supporting information is not provided then distance from home to school will be used as a tie-breaker. (This process is undertaken before the offer date of 17 April 2024).

The Admissions Committee consists of Elected Members who have delegated authority to make admissions decision on behalf of Sheffield City Council.

2

Online Admissions

Save Time Apply Online at www.sheffield.gov.uk/pupiladmissions and click on the “online Admissions” link.

You may apply online for your child’s school place.

From September 2023 Sheffield’s online admission facility will be available for you to submit an application for Primary school.

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 at any time until 7 December 2023.
- We will let you know which school your child has been allocated via e-mail on 16 April 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 7 December 2023.

You can apply online wherever there is access to the Internet.

- At home
- At your child’s current school
- At an internet café
- At work
- At a library

How to Access the Online Facility

Access the Council’s website using the following address; www.sheffield.gov.uk/pupiladmissions and click on the “on-line Admissions” link.

This will take you to the Pupil Admissions on-line facility. From here you will be guided through the application process.

How to Register

- All new users will need to register their details before an application can be made.
- When registering, take care to type in your email address correctly. If errors are made you will not receive an email with a link to the site.
- After registering you may go on to make your application. Alternatively you may wish to come back to the site at a later date to express your preferences. You will need the password emailed to your account to re-enter the facility.
- To re-enter the site enter your password and email address in the space provided. Do not register again.

Making an Application

- Your child has been allocated a Unique Identification Number (UID). This was sent to you in your letter.
- Enter the UID and your child’s date of birth in the space provided. This will reveal your child’s details (name, date of birth, address) and invite you to enter your preferences.
- If you do not have a UID, click on the box “no UID”. You will be asked to enter your child’s details and express your preferences.
- 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.
- An acknowledgement will be sent to your e-mail account confirming receipt of your application and listing the schools you have expressed.
- Please note, if you are applying for a Voluntary Aided (Church) school, you are required to complete the relevant additional information form available at your infant or junior school. These forms must be sent to the school you are applying for.

- Each time you re-enter the site whether to make changes or view your application you must resubmit your application. 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 Primary Admissions on 0114 273 5766 or ed-admissions@sheffield.gov.uk

The closing date for submission of primary applications is **online is noon on 7 December 2023.**

Paper forms and telephone applications can be made up to **15 January 2024.**

Use this space to record the details you will require to make an application.

Unique Identification Number (UID)

.....

Email address

Password

Date submitted

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 application 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.

Similarly, places offered in error will be withdrawn.

When will the Process Start?

September/October 2023

If you live in Sheffield and your child attends a separate Sheffield infant school you will receive a leaflet and a covering letter from your child's current school.

Parents of any child who does not attend an infant school in Sheffield should contact Pupil Admissions to obtain a leaflet.



15 January 2024

Closing date for returning your completed application



16 April 2024

Offer Date

What Decisions do I Have to Make?

You must decide which school(s) you wish to apply for. If you do not express your preference(s) 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.

- Parents who wish to apply for a place in Catholic or Church of England school will also need to complete the additional "application for a place in a Catholic Primary School" or the "Additional information to make an application for a church of England aided school" forms that are available from the Admission Team. It is your responsibility to provide evidence to

support your application including relevant medical information.

- 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.

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 and other general information. Parents can obtain a prospectus for any of Sheffield's schools, free of charge, directly from the school.

When do I Have to Make my Decisions?

The closing date for submitting your application is **15 January 2024**.

What Happens if my Application is Late?

You have less chance of receiving a place at one of the schools you have applied for. For further information about how the Local Authority will deal with late applications, see page 18.

What Happens Next?

If you apply online, you will receive an acknowledgement instantly.

On **16 April 2024**, you will be informed of your single allocated school place via email if you applied online or by letter to your home address if you complete a paper form. This may not be one of your three preferences.

To find out how the Pupil Admissions Team allocate school places see page 6 which explain Sheffield Local Authority oversubscription criteria and also page 16 which explains Sheffield Local Authority co ordinated admission scheme.

For information about the oversubscription criteria for Voluntary Aided schools in Sheffield, see pages 34 to 40.

What do I do When I Have Made my Decision?

- Decide whether to apply online, or on the paper application form. For more information about applying online see page 8.
- You must complete all sections of the application. You are invited to give reasons for your application. If supported by information from a third party professional, your application will be considered by the Admission Committee. For more information about the Admission Committee, see page 7.
- Submit your online application or return the completed application form to the current school or the Pupil Admissions Team.
- If any of your preferences are for a Voluntary Aided school you must have attached the additional information form obtainable from the Admissions Team and send it to the school to

which you are applying. Please note that there are separate additional information forms for Church of England and Catholic schools.

- Submit any supporting evidence, e.g. Medical information, to the Admission Team.

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 15 January 2024.

Write to Primary Admissions to confirm your new preferences, the order and supporting reasons.

By submitting in writing, a change of preference, a parent is notifying the Authority to disregard the original application. You will be sent another acknowledgement to confirm your change of preference. Parents need to be aware that the Authority will only process one application per pupil at any given time.

For more information about late applications see page 18.

What Happens if I don't get a Place at one of my Preferred Schools?

Where we cannot make a single offer for any of the preferences named on your application, a place will be allocated at your linked Junior school (if you did not indicate this as one of your three preferences but only if there

are still places available), or the nearest community school in Sheffield with available places. This may be a through Primary school.

The nearest school is determined by measuring 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 Y3 place for September 2024.

Your child will automatically be placed on a waiting list for a Junior school where he/she has been refused a place at a Junior school ranked higher than the allocated school. For further information about the waiting list, see page 18.

What can I do if I am Unhappy with the Outcome?

You will be informed of your right of appeal to an Independent Appeal Panel. For more details about how to appeal, see page 20.

Detailed Information

Admissions Terminology

Academy

Academies are state-funded non fee-paying independent schools. Academies are required to comply with the code and law relating to admissions.

Admission Authority

The Admission Authority is responsible for determining admission arrangements to schools. For community and voluntary controlled schools in Sheffield, the Admission Authority is the Local Authority. For all voluntary aided primary schools the Admission Authority is the school Governing Body.

Admission Arrangements

The Admission Authority must publish the admission arrangements for all its schools on an annual basis. This booklet contains admission numbers for schools, application procedures and timetables, oversubscription criteria and information about waiting lists.

Catchment Area

Each community and voluntary controlled school has a defined catchment area. This is defined by the City Council. Your address is linked to a specific school(s). You are not guaranteed a place at your Catchment School.

Common Application Form

This is the application form that invites 3 preferences and supporting reasons. This form is to be completed either online or paper, whether applying for a community, voluntary controlled or voluntary aided school in Sheffield.

Community Schools

These schools come under the responsibility of the Local Authority. The admissions policy for community schools is determined and implemented by the Authority. The Local Authority is the Admission Authority for Community Schools and allocates school places.

Composite Prospectus

The Education Act 2002 requires the Local Authority to publish information annually about admissions for the following school year. This booklet is the 'composite prospectus' for the 2024/2025 academic 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 over subscribed but the child has a higher priority under the admission criteria when compared to other children.

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 and is the number of places available at the normal year of entry.

Key Stage 1

Infant School (Reception, Year 1 and year 2).

Key Stage 2

Junior School (years 3 to year 6).

Maintaining Authority

The Local Authority in which a school is located.

Normal Place of Residence

The child's ordinary place of permanent residence will normally 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 the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary 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 determine which applicants can be offered places.

Parental Preference

You are invited to express up to 3 preferences on the common application. The Admission Authority must comply with parental preference unless admission will prejudice provision of efficient education or the efficient use of resources at 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 the Local Authority intends to co-ordinate with other Admission Authorities within its area, in order to carry out admissions for Sheffield residents.

Sibling (Definition for Community Schools for Transfer to Junior Process)

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 (to include half brothers/sisters)

and in both cases attends the preferred school or feeder infant school or is a child for whom you are applying for a place at the preferred or feeder infant school.

Single Offer

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

Voluntary Aided School

These schools are Church Aided. The Governing Body is the Admission Authority and establishes the admissions arrangements and determines school places.

Waiting Lists**(Definition for Sheffield Community Schools)**

All pupils refused a place at any school linked higher than the allocated school will automatically be placed on a waiting list for these schools. The waiting list will be discontinued at the end of the first term in 2024.

Eligibility for a School Place

All separate Junior schools have an indicated admission number (IAN) or higher admission limit which determines the number of available places at the normal age of transfer, in this case for Year 3.

Once an IAN or higher admission limit is determined for a particular school year, that number will remain in force as that year group moves through the school. The IAN/higher admission limit for each Sheffield school is published in this booklet on pages 21 – 31.

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.

Eligibility for Schools Outside Sheffield

If you intend to apply for a school in another Authority, you should refer to the booklet produced by that Authority for details of the over-subscription criteria that applies to that school. Contact details for neighbouring authorities can be found on page 48.

Co-ordinated Admission Arrangements**The Co-ordinated Scheme**

The Education Act 2002 introduced changes to the way in which the Local Authority manages admission to schools. The changes have been introduced to make the admission process fairer and less stressful for parents.

The co-ordinated scheme for admissions to Year 3 at a Sheffield Junior 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 three schools in Sheffield, including voluntary aided schools.

In order to provide every parent with an offer of one single place Sheffield Local Authority will be working collaboratively with the Governing Bodies of the Catholic and Church of England schools within Sheffield. As long as you submit an application form before the closing date, a single offer of a school place will be made on 16 April 2024. A full version of Sheffield's co-ordinated admission scheme can be found on the Council's website; www.sheffield.gov.uk/pupiladmissions

No Common Application Form Received by the Local Authority

Parents who do not express preferences either online, over the telephone or on a paper form will not receive an offer of a school place on 16 April 2024.

The Local Authority with assistance from your child's current school will make every effort to help and encourage you to express your preferences. If you do not express a preference the Local Authority will take the following action;

- Where no preference is expressed, 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 Local Authority strongly advises parents to apply online, over the telephone or complete and submit a paper form. Non-completion of a form will seriously reduce your child's chance of being offered a place at a school you want,

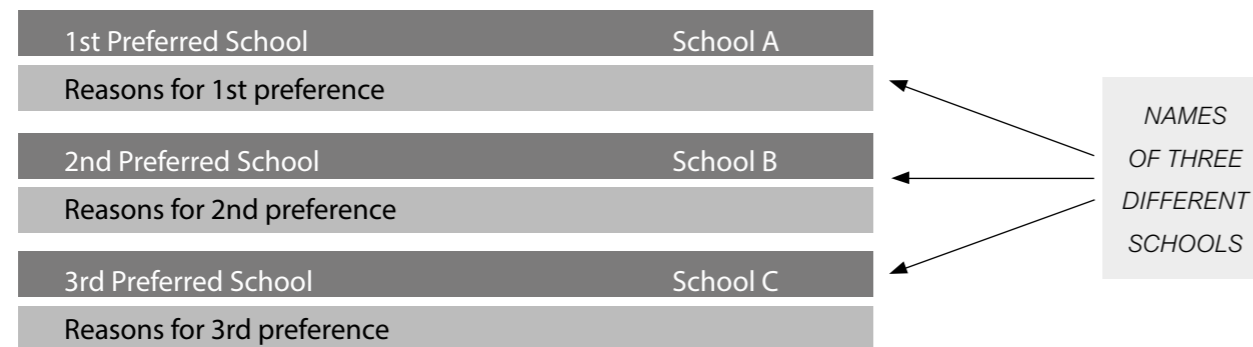
since places will be allocated first to parents who have submitted an application.

Sheffield's Co-ordinated Admission Scheme

This is how the co-ordinated scheme works:

- You decide on a maximum of three schools that you would like to apply for.

Please read **pages 6 to 7 and 34 to 41** for details of how the Local Authority and voluntary aided schools in Sheffield decide eligibility for a place.



For each preference that you make there is space to give reasons for your preference.

By listing your preferences in this way, they are in rank order.

- Sheffield Authority operates on equal preference system
- The Admissions Team will determine whether or not there are places available at your three preferred schools. If you have named a Voluntary Aided school the Local Authority will liaise directly with the governing body on your behalf.

- Having decided on your three schools you then have to make a second decision. In which order would I prefer my child to attend these schools?

In other words, which is your first, second and third preferred school. This process is called ranking.

- On the Common Application there are three boxes to put the names of your preferred schools and your reasons for your preferences.

It is very important that you record your preferences in the right order, starting with your first preference.

- If there is a place available then your child is “eligible for admission” for that school.
- Because you may have expressed preferences at three different schools, your child may be eligible for admission at one, two, all three or none of the schools.
- The Admission Authority determines whether your child is eligible for a place at a Junior school.
- The outcome of your application will be one of the following:

Key

- E Your child is eligible for admission, which creates a potential offer
- O School oversubscribed – your child is not eligible for a place based on admission criteria
- A Your child will be allocated a place at the highest ranked preference for which he/she is eligible

Preferred Schools in rank order		Possible Outcomes of 3 Preferences							
		1	2	3	4	5	6	7	8
1st	School A	E ^A	O	O	E ^A	E ^A	E ^A	O	O
2nd	School B	E	E ^A	O	E	O	O	E ^A	O
3rd	School C	E	E	E ^A	O	E	O	O	O

You must think very carefully about the preferences that you make and take advantage of the information and advice that is available from the Primary Admission Team to help you make informed decisions. In the above example at column 1 even though you would be eligible for all three schools you would only be offered School A as the highest ranked. You would not be offered schools B or C.

If you are refused a place at your preferred school you will be able to appeal. Further advice on the appeals procedures is given at page 20.

If you have applied for a voluntary aided school, Sheffield Local Authority will discuss the application 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), Sheffield Local Authority will allocate the highest ranked school for which you are eligible.

Consideration of Preferences

At the closing date of 15 January 2024 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.

The eligibility of your application for each of the three schools indicated on your application is assessed against the over subscription criteria that applies to each of the schools.

Offer Date

- Applications received by Primary Admissions up to and including 15 January 2024 will be allocated a school place on 16 April 2024.
- Where Primary Admissions has not received an application for a Sheffield resident by 1 July 2024 at the latest, a place at the nearest Community School with a place available will be offered.

Late Applications/Changes in circumstances/preferences

- Late applications, changes in circumstances or preferences received by the Authority up to 31 January 2024, will be allocated a place on 16 April 2024.
- All other late applications, changes in circumstances or preferences received after 31 January 2024 will be dealt with after 16 April 2024.
- After the allocation date of 16 April 2024 parents may add or amend their preferences but may only have a maximum of 3 preferences. If a parent wishes to add a new preference(s) they will be required to withdraw one or more of their original preferences to leave a maximum of 3.
- After 16 April 2024 the late applications, changes in circumstances or preferences will be processed in date received order and then according to the published oversubscription criteria. Places will be allocated to one of your preferred schools or nearest available school depending on availability.
- Please note that vacancies that arise after the allocation date are also filled in date order. This means that the place will be offered to the applicant who has the highest rate of admission according to the oversubscription criteria and whose application was received after the allocation date up to the date that the vacancy arose.

Waiting Lists

(For Sheffield Community and Voluntary Controlled Schools)

- Voluntary Aided schools will maintain their own waiting list.

- Primary Admissions will establish a waiting list for all Community **Junior** schools 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 Junior school where he/she has been refused a place at a Junior school ranked higher than the allocated school. The position on the waiting list is not affected by the ranking.
- Waiting lists will be maintained until the end of the first term 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 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 a school, it will automatically be allocated in writing to the child at the top of the list. The alternative school allocated by the Local Authority will be withdrawn.
- If you no longer wish to remain on a waiting list, please contact Primary Admission.
- 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 Pupil 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 apply for an alternative school place.

Fair Access Protocol

All Local Authority's 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 into a school that is full. The protocol provided a definition of categories of children that may be considered under the arrangements. Children without a school place must take precedence over children on a waiting list attending another school. The protocol may be applied to applications received outside of the "normal year of entry".

Change of Address

If you change address or are planning to move, the Primary Admissions team will need to see proof of your new address.

A move may change your catchment area school and affect the status of your application.

Please note if you move house due to the purchase of a property, acceptable proof will be proof of completion, in order for the new address to be considered as the child's normal place of residence, completion must take place on or before the latest date for receiving applications (31 January 2024).

Entry Outside the Normal Year Group

The normal policy in Sheffield is for children to be educated in their chronological year group.

On rare occasions parents may seek entry into school for their child earlier/

later than the normal date. In such cases, parents should make their request in writing to Primary Admissions giving full reasons.

Parents are responsible for providing supporting evidence for such requests. Applications are normally considered by the Admission Committee which will make a final decision.

In Year Applications

Parents wishing to apply for a place in year groups other than Y3 should complete a transfer form from their child's current school. Pupils new to Sheffield should email edadmissions@sheffield.gov.uk

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 children of service personnel we will 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**.

This is dependent on the application being accompanied by an official letter that declares a relocation date. We will use the address at which the child will be living when applying the oversubscription criteria, as long as parents provide evidence of the intended address. In the absence of an address we will use a Unit or Quartering address as the child's home address where parents request this

Applications for Overseas Children

In most cases, children arriving from overseas have the right to attend schools in England but it is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a state funded school.

Before making an application you should check that you have a right of abode or the conditional of your visa permit your children to access state-funded schools.

Please go to the following websites for how to do this:

www.gov.uk/right-of-abode

www.gov.uk/schools-admissions

Statutory Appeal

Appeals for a Sheffield Community School

If you have 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 can be obtained from the Primary Admissions Team;



E-mail:
ed-admissions@sheffield.gov.uk



Tel: 0114 273 5766



ed-admissions@sheffield.gov.uk

Alternatively you may wish to download an appeal form from Sheffield



City Council's website;
www.sheffield.gov.uk/pupiladmissions

Before completing your appeal form, you should read the 'Guidance for Parents on Appeals' document that was sent with 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. Appeals for forms received after the date advised in the letter may be subject to delay. Due to Covid, appeals have been held virtually.

You will be notified in writing by Legal and Governance 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: this process does not apply to pupils with a Education Health Care Plan. If your child has a EHCP, please contact the SEN Team on 0114 273 6394 for further details.

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.

Detailed Information

Sheffield Primary Schools

From September 2024

For details of schools with an integrated resource for pupils with special educational needs, please see page 43. Age range refers to age at 1 September 2023. NB: The approximate number on roll excludes nursery children.

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2024/2025	Reception or junior places school year 2024/2024	Nursery places school year 2024/2025
Abbey Lane Primary (IJ) , Abbey Lane, S8 0BN Tel: 274 5054, Fax: 274 6708, Headteacher—Mrs M Stafford E-mail: enquiries@abbeylane.sheffield.sch.uk	4+–10+	543	90	–
Abbeyfield Primary Academy (NIJ) , Orphanage Road S3 9AN, Tel: 242 0109, Fax: 244 1577 Executive Head—Ms H Best, E-mail: enquiries@abbeyfield.sheffield.sch.uk	3+–10+	334	60	39
Acres Hill Community Primary (NIJ) , Mather Road, S9 4GQ Tel: 244 1512, Fax: 244 1577, Headteacher—Ms C Whittingham E-mail: enquiries@acreshill.sheffield.sch.uk	3+–10+	200	30	26
Angram Bank Primary (NIJ) , Kinsey Road, High Green S35 4HN, Tel: 284 8553, Fax: 284 6894, Headteacher—Ms A Carr E-mail: enquiries@angrambank.sheffield.sch.uk	3+–10+	171	30	39
Anns Grove Primary (NIJ) , Anns Road, S2 3DJ Tel: 255 0398, Fax: 255 8798, Headteacher—Ms Ann Farrar E-mail: enquiries@annsgrove.sheffield.sch.uk	3+–10+	324	45	26
Arbourthorne Community Primary (NIJ) , Eastern Avenue S2 2GQ, Tel: 239 8163, Fax: 264 2716 Learning Support Unit 266 5241, Executive Headteacher—Ms V Langley Head of school—Ms L Pediani E-mail: enquiries@arbourthorne.sheffield.sch.uk	3+–10+	387	60	39
Astrea Academy Sheffield (2-8) (Primary Phase) Andover Street, S3 9BE Tel: 553 9110, Principal—Mrs K Wilson E-mail: info@astreasheffield.org	2–11	184	30	60
Athelstan Primary (IJ) , Richmond Park Drive, S13 8HH Tel: 269 2301, Fax: 254 8710, Headteacher—Ms D Halliday E-mail: enquiries@athelstan.sheffield.sch.uk	4+–10+	587	90	–
Ballifield Primary (NIJ) , Handsworth Grange Road, S13 9HH Tel: 269 7557, Fax: 269 1082, Executive Headteacher—Rachel Binns E-mail: enquiries@ballifield.sheffield.sch.uk	3+–10+	413	60	39
Bankwood Primary (IJ) , Bankwood Close, S14 1LW Tel: 239 6711, Fax: 249 4085, Headteacher—Mrs Reynolds E-mail: enquiries@bankwood.sheffield.sch.uk	4+–10+	345	60	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024	Nursery places school year 2023/2024
Beck Primary (NIJ) , Beck Road, S5 0GG, Tel: 246 7536 Fax: 257 1730, Head of School—Mr J Coats E-mail: enquiries@beck.sheffield.sch.uk	3+–10+	607	90	52
Beighton (NI) , School Road, S20 1EG Tel: 248 6572, Fax: 247 5653, Headteacher—Ms H Reid E-mail: enquiries@beighton.sheffield.sch.uk	3+–6+	220	90	39
Birley Primary Academy (IJ) , Thornbridge Avenue, S12 3AB Tel: 239 9002, Executive Headteacher—Mr S Robinson Associate Headteacher—Ms D McAughey, E-mail: enquiries@birley-pri.sheffield.sch.uk	4+–10+	515	90	–
Birley Spa Primary (NIJ) , Jermyn Crescent, S12 4QE Tel: 239 9106, Fax: 253 1236, Headteacher—M Pemberton E-mail: enquiries@birleyspa.sheffield.sch.uk	4+–10+	331	45	39
Bradfield Dungworth Primary (IJ) , The Green, Dungworth S6 6HE, Tel: 285 1338, Fax: 285 1901, Headteacher—Mrs H Adams E-mail: enquiries@bradfielddungworth.sheffield.sch.uk	4+–10+	134	15	–
Bradway Primary School (IJ) , Bradway Drive, S17 4PD Tel: 236 3723, Fax: 235 2576, Headteacher—Mr Christopher Thomas E-mail: enquiries@bradway.sheffield.sch.uk	4+–10+	420	60	–
Brightside (NI) , Jenkin Road, S9 1AS, Nursery: 261 9867 Infant: 244 1826, Fax: 261 7941, Headteacher—Mrs L Mercer E-mail: enquiries@brightside.sheffield.sch.uk	3+–6+	151	60	39
Brook House (J) , School Road, S20 1EG Tel: 248 7754, Fax: 251 1948, Headteacher—Mr J Huckstepp E-mail: enquiries@brookhouse.sheffield.sch.uk	7+–10+	324	90	–
Brunswick Community Primary (NIJ) , Station Road S13 7RB, Tel: 269 5315, Fax: 269 6081 Headteacher—Mr N Frankland, E-mail: enquiries@brunswick.sheffield.sch.uk	3+–10+	405	60	39
Byron Wood Primary (NIJ) , Earldom Road, S4 7EJ Tel: 272 3624, Fax: 249 4981, Headteacher—Mrs B Wood E-mail: astreabyronwood.org	3+–10+	389	60	39
Carfield Primary (NIJ) , Argyle Road, S8 9HJ Tel: 255 7534, Fax: 258 0335, Executive Headteacher—Mrs W Edwards Head of School—Mrs H Mohammed, E-mail: enquiries@carfield.sheffield.sch.uk	3+–10+	529	90	39
Carterknowle (J) , Carterknowle Road, S7 2DY Tel/Fax: 255 2347, Executive Headteacher—Mrs H Haynes Head of School—Mrs G Clark, E-mail: communication@carterknowle.sheffield.sch.uk	7+–10+	233	60	–
Charnock Hall Primary Academy (IJ) Carter Hall Road, S12 3HS Tel: 239 6083, Fax: 264 4447, Headteacher—Mr P Burgess E-mail: enquiries@charnockhall.sheffield.sch.uk	4+–10+	395	60	–
Coit Primary (IJ) , Park Avenue, Chapeltown, S35 1WH Tel/Fax: 246 8710, Executive Headteacher—Mrs J Eagleton Head of School—Ms G Rodrigo, E-mail: enquiries@coit.sheffield.sch.uk	4+–10+	191	30	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024	Nursery places school year 2023/2024
Concord (J) , Fife Street, S9 1NR, Tel: 249 5050, Fax: 249 5051 Principal—Mr C French, Executive Headteacher—L Hoyle E-mail: enquiries@concordschool.net	7+–10+	205	45	–
Dobcroft (I) , Pingle Road, S7 2LN Tel: 236 8099, Fax: 236 8014, Headteacher—Ms C Rowland E-mail: enquiries@dobcroft-inf.sheffield.sch.uk	4+–6+	255	93	–
Dobcroft (J) , Pingle Road, S7 2LN Tel: 236 8075, Fax: 262 1648, Headteacher—Mrs N Sexton E-mail: enquiries@dobcroft-jun.sheffield.sch.uk	7+–10+	403	90	–
Dore Primary (IJ) , Furniss Avenue, S17 3QP Tel: 236 8690, Fax: 235 3206, Headteacher—Mrs L Glossop E-mail: enquiries@dore.sheffield.sch.uk	4+–10+	451	60	–
Ecclesall Primary , High Storrs Road, S11 7LG, Tel: 266 3137 Fax: 267 8743, Executive Headteacher—Mrs E Hardy Head of School—Ms N Ramsey, E-mail: enquiries@ecclesall-inf.sheffield.sch.uk	4+–10+	597	90	–
Ecclesfield Primary (IJ) , High Street, Ecclesfield, S35 9UD Tel: 246 7396, Fax: 257 0854, Executive Headteacher—Mrs J Eagleton Head of School—Ms R Binns, E-mail: enquiries@ecclesfield-pri.sheffield.sch.uk	4+–10+	386	60	–
Fox Hill Primary (NIJ) , Keats Road, S6 1AZ, Tel: 231 3469 Fax: 285 3661, Executive Principal—Mrs N Shipman Principal—Mr M Revill, E-mail: enquiries@foxhill.sheffield.sch.uk	3+–10+	278	45	52
Gleadless Primary (NIJ) , Hollinsend Road, S12 2EJ Tel: (j) 239 9705, (ni) 239 6130, Fax: 239 6956 Executive Headteacher—Mrs V Langley, Head of School—Head of School Ms S Gaffney E-mail: enquiries@gleadless.sheffield.sch.uk	3+–10+	378	60	39
Greengate Lane Primary Academy (NIJ) , Greengate Lane High Green, S35 3GT, Tel/Fax: 284 8322, Headteacher—Mrs W Weldon, E-mail: enquiries@greengatelaner4.sheffield.sch.uk	3+–10+	187	30	39
Greenhill Primary (IJ) , Greenhill Main Road, S8 7RA Tel: 237 7080, Fax: 283 9330, Headteacher—Mrs C Coates E-mail: enquiries@astreagreengatelaner4.sheffield.sch.uk	4+–10+	454	75	–
Grenoside Primary (IJ) , Norfolk Hill, Grenoside, S35 8QB Tel: 246 7380, Fax: 257 7718, Headteacher—Mrs P Smith E-mail: enquiries@grenoside.sheffield.sch.uk	4+–10+	307	50	–
Greystones Primary (IJ) , Tullibardine Road, S11 7GL Tel: 266 3413, Fax: 268 6235, Headteacher—Mr C Jennings Head of School—Mr S Glossop, E-mail: enquiries@greystones.sheffield.sch.uk	4+–10+	625	90	–
Halfway (NI) , Station Road, S20 3GU Tel/Fax: 248 2360, Headteacher—Mr S Varnam E-mail: enquiries@halfway-inf.sheffield.sch.uk	4+–6+	156	60	–
Halfway (J) , Halfway Centre, Halfway, S20 4TA Tel: 248 2629, Fax: 251 0964 Executive Headteacher—Ms B Nicholson, Head of School—Ms A Carter E-mail: enquiries@halfway-jn.sheffield.sch.uk	7+–10+	220	60	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024	Nursery places school year 2023/2024
Hallam Primary (IJ) , Hallam Grange Crescent, S10 4BD Tel 230 4430, Fax: 230 9565, Executive Headteacher—Mr C Stewart Headteacher—Mrs J Ramsden, E-mail: enquiries@hallam.sheffield.sch.uk	4+–10+	627	90	–
HBH Academy Hartley Brook Primary (NIJ) , Hartley Brook Road, S5 0JF, Tel: 245 6882, Fax: 240 2544 Head of Lower School—C.Costello, Head of Upper School—M.Cockayne Headteacher—Mr J Garbutt, E-mail: hbenquiries@astreahartleybrook.org	3+–10+	580	90	39
HBH Academy Hatfield Primary (IJ) , Hatfield House Lane, S5 6HY, Tel: 245 6871, Fax: 257 1582 Headteacher—Ms C Blencowe E-mail: enquiries@astreahatfield.org	4+–10+	356	60	–
High Green Primary (IJ) , Wortley Road, High Green, S35 4LU Tel: 284 8264, Fax: 284 8901, Headteacher—Ms D Smales E-mail: enquiries@highgreen.sheffield.sch.uk	4+–10+	210	30	–
High Hazels Academy (J) , Fisher Lane, S9 4RP, Tel: 244 2189 Fax: 244 5479, Executive Headteacher—Ms Marie Elliot E-mail: enquiries@highhazelsacademy.org.uk	7+–10+	333	90	–
High Hazels Academy (NI) , Fisher Lane, S9 4RP, Tel: 244 1757 Fax: 243 3260, Executive Headteacher—Ms Marie Elliot E-mail: enquiries@highhazelsacademy.org.uk	3+–6+	243	90	52
Hillsborough Primary (NIJ) , Parkside Road, S6 2AA Tel: 234 7898, Fax: 285 2006, Executive Headteacher—Mrs N Wileman Headteacher—Ms N Wileman, E-mail: enquiries@hillsborough.sheffield.sch.uk	3+–10+	336	60	26
Hinde House primary phase , Bracken Road, S5 6FH Tel: 242 6874, Fax: 256 0491, Principal—Mr C French Head of Primary Phase—Janice McWilliam, E-mail: enquiries@hindehouse.net	3+–10+	403	60	39
Holt House (I) , Bannerdale Road, S7 2EW Tel: 255 3717, Fax: 280 3507, Executive Headteacher—Mrs H Haynes E-mail: communications@holthouse.sheffield.sch.uk	4+–6+	168	60	–
Hucklow Primary (IJ) , Hucklow Road, S5 6TB Tel: 242 6736, Fax: 261 0154, Executive Headteacher—Mrs S Bridges Head of School—Mrs L Duckworth, E-mail: enquiries@hucklow.sheffield.sch.uk	4+–10+	398	60	–
Hunter's Bar (I) , Sharrow Vale Road, S11 8ZG Tel: 266 0541, Fax: 268 5604, Headteacher—Ms C Carr E-mail: enquiries@huntersbar-inf.sheffield.sch.uk	4+–6+	258	90	–
Hunter's Bar (J) , Sharrow Vale Road, S11 8ZG Tel: 266 0547, Fax: 268 4878, Headteacher—Mr Mike Barnes E-mail: enquiries@huntersbar-jun.sheffield.sch.uk	7+–10+	401	90	–
Intake Primary (Trust) (IJ) , Mansfield Road, S12 2AR Tel: 239 9824, Fax: 239 5019, Headteacher—Mrs L Reid E-mail: enquiries@intake.sheffield.sch.uk	4+–10+	405	60	–
Limpsfield (J) , Jenkin Avenue, S9 1AN Tel: 243 0925, Fax: 242 3808, Headteacher—Mr M Moss E-mail: enquiries@limpsfield.sheffield.sch.uk	7+–10+	201	60	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024	Nursery places school year 2023/2024
Lound Academy (I) , Sherburn Gate, Chapelton, S35 2EU Tel/Fax: 246 2181, Headteacher—Ms E Bellamy E-mail: enquiries@lound-inf.sheffield.sch.uk	4+–6+	130	60	–
Lound Academy (J) , Lound Side, Chapelton, S35 2UT Tel: 246 2181, Headteacher—Ms E Bellamy E-mail: enquiries@lound-jun.sheffield.sch.uk	7+–10+	197	60	–
Lowedges Junior Academy (NIJ) , Low Edges Road, S8 7JG Tel: 237 2196, Fax: 237 5194, Headteacher—Mrs Jones E-mail: info@lowedgesacademy.org	3+–10+	313	60	26
Lower Meadow Primary (Trust) (NIJ) , Batemoor Road S8 8EE, Tel: 237 2700, Fax: 237 8572, Principal—Mrs K Brown Headteacher—Mrs J O'Connor, E-mail: astrealowermeadow.org	3+–10+	269	45	26
Lowfield Primary (IJ) , London Road, S2 4NJ Tel: 255 2501, Fax: 250 9530, Headteacher—Mr C Holder E-mail: enquiries@lowfield.sheffield.sch.uk	4+–10+	343	60	–
Loxley Primary (IJ) , Rodney Hill, Loxley, S6 6SG Tel: 234 4510, Fax: 234 5058, Headteacher—Mr J Connolly E-mail: enquiries@loxley.sheffield.sch.uk	4+–10+	202	30	–
Lydgate (I) , Lydgate Lane, S10 5FQ Tel: 266 2450, Fax: 267 8268, Headteacher—Mr D Bromage E-mail: enquiries@lydgate-inf.sheffield.sch.uk	4+–6+	336	120	–
Lydgate (J) , Manchester Road, S10 5DP Tel: 266 9500, Fax: 263 8210, Headteacher—Ms Rachel Hurding E-mail: enquiries@lydgate-jun.sheffield.sch.uk	7+–10+	442	120	–
Malin Bridge Primary (IJ) , Dykes Lane, S6 4RH Tel: 234 1379, Fax: 231 5679, Headteacher—Mr R McGarth E-mail: enquiries@malinbridge.sheffield.sch.uk	4+–10+	508	75	–
Manor Lodge Primary (IJ) , Manor Lane, S2 1UF Tel: 272 5054, Fax: 279 5907, Head of School—Mr B Cuff Executive Headteacher—Mrs J Bradshaw, E-mail: enquiries@manorlodge.sheffield.sch.uk	4+–10+	329	45	–
Mansel Primary (IJ) , Chaucer Road, S5 9QN, Tel: 232 1278 Fax: 231 5726, Executive Principal—Mrs N Shipman Principal—Ms E Matthews, E-mail: enquiries@mansel.sheffield.sch.uk	3+–10+	392	60	39
Marcliffe Primary (IJ) , Marcliffe Road, S6 4AJ Tel: 234 4329, Fax: 234 3186, Headteacher—Mrs A Mann E-mail: enquiries@marcliffe.sheffield.sch.uk	4+–10+	493	75	–
Meersbrook Bank Primary (NIJ) , Derbyshire Lane, S8 9EH Tel: 2814 423, Fax: 281 2990, Headteacher—Ms G Harvey E-mail: enquiries@meersbrookbank.sheffield.sch.uk	3+–10+	197	30	32.5
Meynell Primary (NIJ) , Meynell Road, S5 8GN Tel: 231 1425, Fax: 285 3326, Executive Headteacher—Mrs A Lant Head of School—Ms V Garratt, E-mail: enquiries@meynell.sheffield.sch.uk	4+–10+	327	60	39

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024	Nursery places school year 2023/2024
Monteney Primary (NIJ) , Monteney Crescent, S5 9DN Tel: 246 7916, Fax: 246 7965, Executive Principal—Mrs N Shipman Principal—Mrs C Hayes, E-mail: enquiries@monteney.sheffield.sch.uk	3+–10+	403	60	39
Mosborough Primary (IJ) , New School Road, S20 5ES Tel: 248 6211, Fax: 247 7121, Headteacher—Mr M Fallon E-mail: enquiries@mosborough.sheffield.sch.uk	4+–10+	421	60	–
Mundella Primary (IJ) , Mundella Place, S8 8SJ Tel/Fax: 255 1348, Headteacher—Mr W Smith E-mail: enquiries@mundella.sheffield.sch.uk	4+–10+	469	60	–
Nether Green (I) , Stumperlowe Park Road, S10 3QP Tel: 230 4094, Fax: 230 9814, Headteacher—Mrs L Hawkins E-mail: enquiries@nethergreen-inf.sheffield.sch.uk	4+–6+	208	75	–
Nether Green (J) , Fulwood Road, S10 3QA Tel: 230 2461, Fax: 263 0189, Headteacher—Mr W Allen E-mail: enquiries@nethergreen-jun.sheffield.sch.uk	7+–10+	354	90	–
Netherthorpe Primary (NIJ) , Netherthorpe Street, S3 7JA Tel/Fax: 272 6834, Headteacher—Mrs E Gray E-mail: enquiries@netherthorpe.sheffield.sch.uk	3+–10+	195	30	26
Nook Lane (J) , Nook Lane, S6 6BN Tel: 234 1097, Fax: 234 1098, Headteacher—Mr S Arbon-Davies E-mail: enquiries@nooklane.sheffield.sch.uk	7+–10+	266	60	–
Norfolk Community Primary (NIJ) , Guildford Avenue, S2 2PJ, Tel: 250 2760, Fax: 250 2761 Headteacher—Mrs C Whittingham E-mail: enquiries@norfolkcps.sheffield.sch.uk	3+–10+	383	60	39
Norton Free C of E Primary (IJ) (Controlled), Matthews Lane, S8 8JS, Tel: 274 5873, Fax: 235 9060, Executive Headteacher—Mr C Holder, Headteacher—Mrs H Bell, E-mail: enquiries@nortonfree.sheffield.sch.uk	4+–10+	203	30	–
Oasis Academy Don Valley Leeds Road, S9 3TY, Tel: 0114 220 0400, Principal—Mr J Pape E-mail: info@oasisdonvalley.org Website: www.oasisdonvalley.org	2+–16+	397	60	–
Oasis Academy Fir Vale (IJ) Owler Lane, S4 8GA, Tel: 0114 201 2300, Principal—Ms H Round E-mail: info@oasisacademyfirvale.org Website: www.oasisfirvale.org	4+–10+	338	60	–
Oasis Academy Watermeade (IJ) Barrie Crescent, S5 8RN, Tel: 0114 201 6800, Principal—Niciola Smith E-mail: info@oasiswatermead.org Website: www.oasisacademywatermead.org	4+–10+	336	60	–
Oughtibridge Primary (IJ) , Naylor Road, Oughtibridge, + S35 0HG, Tel: 286 3167, Fax: 286 4867, Headteacher—James Connelly E-mail: enquiries@oughtibridge.sheffield.sch.uk	4+–10	406	60	–
Owler Brook Primary , Wensley Street, S4 8HQ Tel 243 8611, Fax: 242 6165, Executive Headteacher—Mrs S Bridges Head of School—Mrs K Oldham, E-mail: enquiries@owlerbrook.sheffield.sch.uk	3+–10+	396	60	52

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024	Nursery places school year 2023/2024
Pathways Academy (NIJ) , Raisen Hall Road, S5 7NA Tel: 231 0044, Fax: 249 5615, Headteacher—E Long E-mail: enquiries@e-actpathwaysacademy.org.uk	3+–10+	385	60	39
Phillimore Community Primary (NIJ) , Phillimore Road S9 5EF, Tel: 249 4036, Fax: 261 7145 Acting Headteacher—Mr G Briggs, E-mail: office@phillimore.sheffield.sch.uk	3+–10+	393	60	39
Pipworth Community Primary (NIJ) , Pipworth Road S2 1AA, Tel: 239 1078, Fax: 239 1989, Headteacher—H Kenyon, Email: enquiries@pipworth-cps.sheffield.sch.uk	3+–10+	392	75	39
Prince Edward Primary (NIJ) , Queen Mary Road, S2 1HY Tel: 228 1900, Fax: 228 1114, Headteacher—Mr M Sieczkarek E-mail: enquiries@princeedward.sheffield.sch.uk	3+–10+	414	60	39
Rainbow Forge Primary (NIJ) , Beighton Road, S12 4LQ Tel: 248 7342, Fax: 251 0841, Headteacher—Mrs J Loader E-mail: enquiries@rainbowforgeacademy.co.uk	3+–10+	289	45	26
Reignhead Primary (NIJ) , Platts Drive, Beighton, S20 1FD Tel: 247 5767, Fax: 248 0599, Headteacher—Ms Stafford E-mail: enquiries@reignhead.sheffield.sch.uk	3+–10+	259	60	26
Rivelin Primary (NIJ) , Morley Street, S6 2PL Tel: 234 1304, Fax: 231 4079, Headteacher—Mrs H Wright E-mail: enquiries@rivelin.sheffield.sch.uk	3+–10+	360	45	39
Royd (NI) , Carr Road, Deepcar, S36 2PR Tel: 288 2594, Fax: 288 8632, Headteacher—Mrs L Jones E-mail: enquiries@royd.sheffield.sch.uk	3+–6+	125	60	39
Sharrow Primary (NIJ) , Sitwell Road, S7 1BE Tel: 255 1704, Fax: 255 3649, Headteacher—Mrs E Abram E-mail: info@sharrow.sheffield.sch.uk	3+–10+	411	60	52
Shooter's Grove Primary (NIJ) , Wood Lane, S6 5HN Tel: 234 2268, Fax: 231 0343, Headteacher—Mr L Chadwick E-mail: enquiries@shootersgrove.sheffield.sch.uk	3+–10+	373	60	39
Shortbrook Primary (IJ) Westfield Northway, Westfield, S20 8FB, Tel: 248 2497 Fax: 248 6844, Executive Headteacher—Mrs S Bridges Head of School—Mrs S Hearnshaw, E-mail: enquiries@shortbrook.sheffield.sch.uk	4+–10+	91	51	–
Southey Green Primary (NIJ) , (Includes Lindsay Nursery) Crowder Avenue, S5 7QG, Tel: 232 6879, Fax: 285 4105 Executive Headteacher—Mrs A Lant, Acting Head—Mrs L Pilling E-mail: enquiries@southeygreen.sheffield.sch.uk	3+–10+	624	90	65
Springfield Primary (NIJ) , Broomspring Lane, S10 2FA Tel: 272 3455, Fax: 249 3291, Headteacher—Mrs L Joseph E-mail: enquiries@springfield.sheffield.sch.uk	3+–10+	199	30	26

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024	Nursery places school year 2023/2024
Stannington (I) , Stannington Road, S6 6AN Tel: 234 4401, Fax 233 4727, Headteacher—Ms S Binns E-mail: enquiries@stannington.sheffield.sch.uk	4+–6+	184	60	–
Stocksbridge (J) , Cedar Road, East Whitwell Estate, Stocksbridge, S36 1AS Tel: 288 2221, Fax: 288 1254, Headteacher—Mrs S Gaymond E-mail: enquiries@stocksbridge-jun.sheffield.sch.uk	7+–10+	282	90	–
Stocksbridge (NI) , Pot House Lane, Stocksbridge, S36 1EJ Tel: 288 3109, Fax: 283 0204, Headteacher—Mrs J Townsend E-mail: enquiries@stocksbridge-nur.sheffield.sch.uk	3+–6+	214	90	39
Stradbroke Primary Trust (NIJ) , Richmond Road, S13 8LT Tel: 239 9320, Fax: 239 3430, Headteacher—Mr J Sitch E-mail: enquiries@stradbroke.sheffield.sch.uk	3+–10+	423	60	39
Nether Edge Primary (NIJ) , Glen Road, S7 1RB Tel: 255 0926, Fax: 250 7387, Headteacher—Mr M Knott E-mail: enquiries@netheredge.sheffield.sch.uk	3+–10+	389	60	26
Tinsley Meadows (NIJ) , Norborough Road S9 1SG, Tel: 244 1842, Fax: 261 7342, Principal—Tania Macpherson Executive Headteacher—Mrs B Webb, E-mail: enquiries@tinsleymeadows.sheffield.sch.uk	3+–10+	533	90	39
Totley (IJ) , Sunnyvale Road, S17 4FB, Tel: 236 4482 Fax: 235 3403, Executive Headteacher—Mr B Paxman E-mail: enquiries@totley.sheffield.sch.uk	4+–10+	414	60	–
Valley Park Primary (NIJ) , Norton Avenue S14 1SL, Tel: 239 6464, Fax: 239 7009 Headteacher—L Johnstone E-mail: enquiries@valleypark.sheffield.sch.uk	3+–10+	359	60	39
Walkley Primary School Burnaby Crescent Sheffield S6 2RZ, Tel: 01142 340556 E-mail: enquires@walkley.sheffield.sch.uk				
Watercliffe Meadows Community Primary (NIJ) Boynton Road, S5 7HL, Tel: 232 6603, Fax: 285 2642 Headteacher—Mr I Read, E-mail: enquiries@watercliffe.sheffield.sch.uk	3+–10+	392	60	39
Waterthorpe (NI) , Thorpe Drive, S20 7JU Tel: 248 4943, Fax: 251 1846, Executive Headteacher—Mrs S Appleby E-mail: enquiries@waterthorpe.sheffield.sch.uk	4+–6+	160	60	–
Westways Primary (NIJ) , Mona Avenue, S10 1NE Tel: 266 2471, Fax: 263 1158, Executive Headteacher—Mr M Fallon E-mail: enquiries@westways.sheffield.sch.uk	3+–10+	566	90	39
Wharncliffe Side Primary (NIJ) , Bightholmlee Lane S35 0DD, Tel: 286 2379, Fax: 229 9582, Headteacher—Mr M Gaughan E-mail: enquiries@wharncliffeside.sheffield.sch.uk	3+–10+	154	20	26
Whiteways Primary , Whiteways Road, S4 8EX Tel: 242 3169, Fax: 261 7846, Executive Headteacher—Mrs Bridges Head of School—Miss Cousins, E-mail: enquiries@whiteways.sheffield.sch.uk	4+–10+	438	60	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024	Nursery places school year 2023/2024
Wincobank (NI) , Newman Road, S9 1LU, Tel: 249 0590 Fax: 249 4914, Executive Headteacher—Mr C French Head of School—Mr L Hoyle, E-mail: enquiries@wincobank.sheffield.sch.uk	3+–6+	138	45	39
Windmill Hill Community Primary (IJ) , Ash View Chapelton, S35 1ZD, Tel: 246 8550, Fax: 257 0494 Headteacher—Mr S Plant, E-mail: enquiries@windmillhill.sheffield.sch.uk	4+–10+	329	60	–
Wisewood Community Primary (IJ) , Ben Lane, S6 4SD Tel: 234 3304, Fax: 249 3930, Headteacher—Mrs L Heaphy E-mail: enquiries@wisewood-pri.sheffield.sch.uk	4+–10+	167	30	–
Woodhouse West Primary (NIJ) , Coisley Hill, S13 7BP Tel: 269 2602, Fax: 269 7389, Headteacher—Ms A Stockdale E-mail: enquiries@woodhousewest.sheffield.sch.uk	3+–10+	354	60	26
Woodlands Primary School , Burnaby Crescent, S6 2TS Tel: 234 0550, Fax: 231 0553, Headteachers—P Bestall & D Sheperd E-mail: enquiries@walkley.sheffield.sch.uk	3+–10+	345	60	32.5
Woodseats Primary (NIJ) , Chesterfield Road, S8 0SB Tel: 255 4619, Fax: 258 9224, Headteacher—Ms S Fox E-mail: enquiries@woodseats.sheffield.sch.uk	3+–10+	346	60	26
Woodthorpe Community Primary (NIJ) (Trust) Lewis Road, S13 8DA, Tel: 239 9167, Fax: 264 2628 Executive Headteacher—Mr D Smith E-mail: enquiries@woodthorpe.sheffield.sch.uk	3+–10+	402	60	39
Wybourn Community Primary and Nursery School (NIJ) Manor Oaks Road, S2 5ED, Tel: 272 1988, Fax: 0845 026 7974 Executive Headteacher—Mrs J Bradshaw, Head of School—Hannah Thornley E-mail: enquiries@wybourncommunity.sheffield.sch.uk	3+–10+	425	60	39

For information about schools with facilities for pupils with physical difficulties, please call 0114 273 6394.

Sheffield Foundation and Voluntary Aided schools

(Primary schools who are responsible for their own admission arrangements)

Parents should contact schools directly for further information.

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2024/2025	Reception or junior places school year 2024/2025
Broomhill Infant School (Foundation), Beech Hill Road, S10 2SA Tel/Fax: 266 0936, Headteacher—Ms C Timbers E-mail: enquiries@broomhill.sheffield.sch.uk	4+–7+	124	40
Clifford Primary (Aided), Psalter Lane, S11 8YU Tel: 266 2977, Fax 266 2991, Headteacher—Mrs S Preston E-mail: enquiries@clifford.sheffield.sch.uk	4+–6+	191	30
Deepcar St John's CE (J) (Aided), St Margaret Avenue, Deepcar S36 2TE, Tel: 288 3878, Fax: 283 1952 Headteacher—Ms B Cordle E-mail: enquiries@deepcar-st-johns.sheffield.sch.uk	7+–10+	182	60
Emmanuel (J) Thorpe Drive, S20 7JU Tel: 248 3048, Fax: 251 0835, Headteacher—Mrs A Adair E-mail: enquiries@e.j.a.dsa@education	7+–10+	183	60
Emmaus Catholic and Church of England Primary School (IJ) Southend Road, S2 5FT, Headteacher—Mrs H Simmerson Tel: 276 6474, Fax: 276 6470 E-mail: enquiries@emmaus.sheffield.sch.uk	4+–10+	306	45
Parson Cross CE Primary (IJ) (Aided), Halifax Road, S6 1LB Tel: 231 3956, Fax: 285 3573, Headteacher—Mrs J Wright E-mail: enquiries@parsoncross.sheffield.sch.uk	4+–10+	197	30
Porter Croft CE Primary Academy (IJ) (Aided), Pomona Street S11 8JN, Tel/Fax: 266 2132, Headteacher—Mrs C Thomas E-mail: enquiries@portercroft.sheffield.sch.uk	4+–11	217	30
Pye Bank CE Primary (NIJ) (Aided), Andover Street, S3 9EF Tel: 276 0472, Fax: 278 4730 Headteacher—Mrs M Andrews E-mail: enquiries@pyebank.sheffield.sch.uk	3+–10+	400	60
Sacred Heart Catholic Primary Academy (IJ) (Aided) Ripley Street, S6 2NU Tel: 234 4362, Fax: 281 2891, Headteacher—Mrs C Kelly E-mail: enquiries@sacredheart.sheffield.sch.uk	4+–11	206	30
St Ann's Catholic Primary Academy (IJ) (Aided) McIntyre Road, S36 1DG Tel: 288 4281, Fax: 288 8972, Headteacher—Miss S Eady E-mail: enquiries@st-anns.sheffield.sch.uk	4+–11	85	20
St Catherine's Catholic Primary (NIJ) (Aided) Firshill Crescent, S4 7BX Tel: 303 0381, Fax: 303 0385, Headteacher—Mrs F Rigby E-mail: enquiries@stcatherines.academy	3+–10+	423	60

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2023/2024	Reception or junior places school year 2023/2024
St John Fisher Primary, A Catholic Voluntary Academy (IJ) (Aided) Spring Water Avenue, S12 4HJ, Tel: 248 5009, Fax: 251 0395 Headteacher—Mr F Barratt, E-mail: enquiries@st-johnfisher.org	4+–11	211	30
St Joseph's Primary, A Catholic Voluntary Academy (IJ) (Aided) St Josephs Road, S13 9AT Tel: 269 2773, Fax: 254 8802, Headteacher—Mrs D McFarlane E-mail: enquiries@st-josephs.sheffield.sch.uk	4+–10+	205	30
St Marie's, A Catholic Voluntary Academy (IJ) (Aided) Fulwood Road, S10 3DQ Tel: 230 1904, Fax: 230 3509 Headteacher—Mr J Fernandes, E-mail: enquiries@st-maries.sheffield.sch.uk	4+–10+	212	30
St Mary's CE Primary (NIJ) (Aided), Cundy Street, S6 2WJ Tel: 234 4461, Fax: 231 3034, Headteacher—Mrs A Healy E-mail: enquiries@st-marys.sheffield.sch.uk	3+–10+	214	30
St Mary's (High Green) Catholic Primary Academy (NIJ) (Aided) Pack Horse Lane, High Green, S35 3HY Tel: 284 8488, Fax: 284 6111, Headteacher—Miss A Bentley E-mail: enquiries@st-marysgreen.sheffield.sch.uk Website: www.st-marysgreen.sheffield.sch.uk	4+–11	176	30
St Patrick's Catholic Primary Academy (NIJ) (Aided) Barnsley Road, S5 0QF, Tel: 245 6183, Fax: 257 1463 Headteacher—Mrs S Mckeown, E-mail: enquiries@st-patricks.sheffield.sch.uk	3+–10+	273	40
St Theresa's Catholic Primary (IJ) (Aided) Prince of Wales Road, S2 1EY Tel/Fax: 239 7251, Headteacher—Mrs A Woodhead E-mail: admin@st-theresas.sheffield.sch.uk	3+–11	200	30
St Thomas More Catholic Primary (IJ) (Aided) Creswick Lane, Grenoside, S35 8NN, Tel: 246 8020, Fax: 257 7917 Headteacher—Mrs D Faley, E-mail: enquiries@st-thomasmore.sheffield.sch.uk	4+–11	203	30
St Thomas of Canterbury Catholic Voluntary Academy (IJ) (Aided) Chancet Wood Drive, S8 7TR, Tel: 274 5597, Fax: 274 6499 Executive Headteacher—Mr A Truby, Head of School—Mr L Colclough E-mail: enquiries@st-tc.co.uk	4+–10+	198	30
St Wilfrid's Primary Catholic Voluntary Academy (IJ) (Aided) Millhouses Lane, S7 2HE, Tel: 236 5529, Fax: 235 6520 Executive Headteacher—Mr Truby, E-mail: enquiries@stwilfridssheffield.co.uk	4+–10+	299	40
Totley All Saints CE Primary (IJ) (Aided), Hillfoot Road, S17 4AP Tel: 236 1934, Headteacher—Mrs K Sargent E-mail: enquiries@totleyallsaints.sheffield.sch.uk Website: www.totleyallsaints.sheffield.sch.uk	4+–11	211	30

For details of schools with an Integrated Resource for Children with Special Educational Needs, please see **page 43**.

Linked Feeder Schools

Below is an alphabetical list of Community Infant schools in Sheffield and the Junior school to which it has feeder status. Please refer to page 6 of this booklet for information about how attendance at the linked feeder school is used in Sheffield Local Authority over

subscription criteria. Attendance at a linked infant school does not guarantee a place at the linked infant school.

Children attending a “through” Primary School will progress from Year 2 into Year 3 at the beginning of the Autumn Term. Parents therefore are not required to apply for a place.

Infant School	Linked Junior School
Beighton NI	Brook House J
Brightside NI	Limpsfield J
Dobcroft I	Dobcroft J
High Hazels NI	High Hazels J
Halfway NI	Halfway J
Holt House I	Carterknowle J
Hunters Bar I	Hunters Bar J
Lound I	Lound J
Lydgate I	Lydgate J
Broomhill I (Foundation) Nether Green I	Nether Green J
Royd NI	Deepcar St Johns CE J
Stannington I	Nook Lane J
Stocksbridge NI	Stocksbridge J
Waterthorpe NI	Emmanuel J CE/Methodist
Wincobank NI	Concord J

For details of which secondary schools are linked to junior/primary schools, please contact Pupil Admissions.

Separate Junior Schools

Whilst the majority of children at separate infant schools can be accommodated at the linked junior school, a small number

of schools face oversubscription. Parents should pay particular attention to the following information when considering their preferences.

Nether Green Infant / Broomhill Infant and Nether Green Junior School

Nether Green Junior has two designated feeder primary schools, Nether Green Infant and Broomhill (Foundation) Infant. Nether Green Junior has an Admission Number of 90. Nether Green Infant has an Admission Number of 75 and Broomhill Infant 40.

It is likely based on previous years outcomes that Nether Green Junior will be oversubscribed. There are a potential 115 applications from the linked Infant Schools for the 90 available places.

If Nether Green Junior School is oversubscribed for the 2024/25 Year 3 co-hort, places will be offered in the following order of priority up to a maximum of 90:

1. Children In Care or previously In Care.
2. Children attending either Nether Green Infant or Broomhill Infant Schools.
3. Children residing in the Nether Green Junior School catchment area and have siblings at either the Junior or one of the linked Infant Schools but not attending a linked infant school.
4. Children residing in the Nether Green Junior School catchment area but not attending a linked Infant School.
5. Children who will have a sibling at either the Junior School or one of the linked Infant Schools at the time of entry.
6. All other applications.

If there are more applications from the **linked infant schools** (Category 2) than 90, places will be offered in the following order of priority:

1. Children In Care or previously In Care.
2. Children residing in the Nether Green Junior catchment area and have a

sibling at either the Junior or one of the linked Infant Schools.

3. Children who live in the Nether Green Junior catchment area.
4. Children who will have a sibling at either the Junior School or one of the linked Infant Schools at the time of entry.
5. All other applications.

Unless an individual child is prioritised by the Admission Committee on exceptional circumstances, the tie-breaker within each category will be distance from home to school measured in a straight line.

For 2023/2024 the school was oversubscribed, 5 applications were refused.

Statement from the Diocese of Hallam

The family of Catholic schools across the Diocese of Hallam offers a Roman Catholic, Gospel based education for children whose parents seek a genuine alternative to other good schools. Catholic schools are communities of faith where God is recognised and named. They are rooted in the Church’s concept of mission and in living out a Christian lifestyle, they present a picture of Christ to catch the imagination.

Each Catholic school in the City of Sheffield, in partnership with home and parish, has been established to be an integral part of the Local Catholic community, which shares the mission of the Church to proclaim the Gospel of Christ. The provision of our network of schools is primarily intended to provide a place at a Catholic school for all baptised members or catechumens of the church, if applications are made prior to the closing date.

However, should there be surplus places, governors are delighted to welcome other children and give priority to parents of children from other Christian churches seeking a Christian education for their children.

Statement from the Sheffield Diocesan Board of Education

The Church of England schools within the Diocese of Sheffield were established as parish schools to provide a distinctly Christian based education for the local community. They are rooted in the belief that Church schools stand at the centre of the Church's mission.

Our schools express their Christian foundation in their worship, and the religious, spiritual and moral education offered to the pupils and are places where the spiritual dimension of life is acknowledged and affirmed.

Our schools, like all other good schools are there to provide the best possible education for their pupils, closely involving governors and parents, with the Headteacher and staff. What is distinctive is that they set out to do this in an explicitly Christian setting, with active involvement of local Christian representatives and the Sheffield Diocesan Board of Education.

Voluntary Aided schools

In May 2021, the DFE announced a change to the requirement to afford children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, to be given equal first-priority in admission arrangements, alongside Looked After Children and children were previously Looked After.

Deepcar St John's CE Aided Junior School

Deepcar St John's CE Aided Junior School is a Church of England Voluntary Aided Junior School in the Diocese of Sheffield. It is maintained by Sheffield Local Authority.

The school provides a distinctively Christian education for children aged seven to eleven years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Deepcar St John's is a Voluntary Aided Junior School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the rest of this booklet.

The admission number for 2024/2025 is 60 and children will be admitted during the Autumn term following their 7th birthday.

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form

Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Deepcar St John's CE Aided Junior School, please complete the Supplementary

Information Form. This is not an application form for admission to school but will be used by school when applying the admissions criteria.

3. The Common Application Form should be submitted by 15th January 2024 (online closing date is 8th December 2023) along with the Supplementary Information Form (if applicable)

Criteria For Admission

- Children who have an educational Health Care Plan, and the school is named as the most appropriate education setting for the child, will be admitted.

Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in Care
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Attendance at the linked infant school – Royd Nursery Infant School
4. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission

Please Note

In the event that during the period

specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Children of parents/carers (see definition 2) who reside in the parish of St John's and regularly (see definition 3) attend the parish church of St John's.
6. Children who reside in the parish of St John's and regularly attend the parish church of St John's.
7. Children of parents /carers who reside in the parish of St John's and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4)
8. Children who reside in the parish of St John's and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in the parish of St John's.
10. Children who reside outside the parish of St John's and regularly attend a Christian denomination participating in 'Churches Together in England'
11. All other children

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Tie Break

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

In Year Transfers

The Local Authority will co-ordinate in year transfers for our school in 2024-2025

Definitions

Definition 1 -Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. You be required to provide proof eg birth certificate as stated above

Definition 2- Parent/Carer

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of

Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form

Definition 4 – Churches Together in England

Ref: www.churches-together.org.uk
Member churches:|
Antioch Orthodox Church; Baptist Union of Great Britain; Cherubim and Seraphim Council of Churches; Church of England; Church of God of Prophecy; Church of Scotland (in England); Congregational Federation; Coptic Orthodox Church; Council of African and Caribbean Churches UK; Council of Oriental Orthodox Christian Churches; Ichthus Christian Fellowship; Independent Methodist Church; International Ministerial Council of Great Britain; Joint Council for Anglo-Caribbean Churches; Lutheran Council of Great Britain; Methodist Church; Moravian Church; New Testament Assembly; New Testament Church of God; Oecumenical Patriarchate; Redeemed Christian Church of God; Religious Society of Friends; Roman Catholic Church; Russian Orthodox Church; Salvation Army; Seventh Day Adventist (Observer); Transatlantic Pacific Alliance of Churches; United Reform Church; Wesleyan Holiness Church.

Please refer to the website for an up to date list

Definition 5 – Looked after children

A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time an application for admission to the school is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Place of residence

The child's ordinary place of residence will be deemed to be a residential

property at which the person or persons with parental responsibility for the child resides at on the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Late Applications

Late applications will be dealt with in accordance with the LA scheme.

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission .
2. A vacancy only arises when the number of offers to the school fall below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

Timetable

Closing date for receiving applications-
15th January 2024
Online closing date 8th December 2023
The date offers are made to parents-
15th April 2024

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

Applications outside the normal admissions round will be with in accordance with the LA scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 10 days of receiving the refusal letter to: The director of Legal and Governance, Town Hall, Pinstone Street, Sheffield. S1 2HH

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Emmanuel Junior Academy

Emmanuel Junior Academy is a Anglican/ Methodist School in the Diocese of Sheffield. The school provides a distinctively Christian education for children aged 7 to 11 years.

VISION

To create a welcoming Christian community where every child is viewed as a special person created and loved by God. Every member of our school community is valued for who they are and empowered to be the best they can be. We support every child to develop into lifelong learners who are resilient, socially skilled, and successful in all aspects of their lives.

'Do all the good you can By all the means you can In all the ways you can In all the places you can At all the times you can To all the people you can As long as ever you can.' John Wesley

'Start children off on the way they should go, and even when they are old they will not turn from it.' (Proverbs 22:6)

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Emmanuel Junior Academy is a Sheffield school which is part of the Diocese of Sheffield Academies Trust, in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and by its duty to the community.

The admission number for 2021/22 is 60 and children will usually be admitted during the autumn term following their 7th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child.

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form [S1].

Making an Application

1. Applications are made either online or on the Common Application Form
2. To support your application to Emmanuel Junior Academy, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The online application or Common Application Form should be submitted by 31st January 2022 along with the Supplementary Information Form (if applicable)

Criteria for Admission

Children who have an Education Health and Care Plan and where the school is named as the most appropriate education setting for the child will be admitted.

Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)

2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school

3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission

4. Children of parents/carers (see definition 2) who reside in the parish of Hackenthorpe and regularly (see definition 3) attend the church of Emmanuel or Hackenthorpe.

5. Children who reside in the parish of Hackenthorpe and regularly (see definition 3) attend the parish church of Hackenthorpe.

6. Children of parents /carers who reside in the parish of Hackenthorpe and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)

7. Children who reside in the parish of Hackenthorpe and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)

8. Children who reside outside the parish of Hackenthorpe and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England'.

9. Children who are resident in the parish of Hackenthorpe.

10. Children of staff of the school (see definition 6)

11. All other children

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Tie Break

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

In Year Transfers

We will work closely with Sheffield Local Authority to co-ordinate in year transfers for our school in 2024//25.

Definitions

Definition 1 -Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Definition 2- Parent/Carer

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian

denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' at least once a month over the past 6 months.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister / Religious Leader Reference Form available with the Common Application Form.

Definition 4 – Churches Together in England

Ref: www.churches-together.org.uk
Please refer to the website for an up to date list.

Definition 5 – Looked after children

A looked after child is a child that is in the care of a local authority, or 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 an application for admission to the school is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 6 - Children of Staff at School
Children of staff a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or

b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Place of residence

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Late Applications

Late applications will be dealt with in accordance with the Local Authority scheme.

Waiting List

- Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
- A vacancy only arises when the number of offers to the school falls below the admission number.
- The waiting list will be established on the offer day.
- The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

False Information

- Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
- Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

Appeals against the Governing Body's decision to refuse admission

- If a place is not offered at the school, parents have the right of appeal to an Independent Appeals Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority/academy
- Parents who intend to make an appeal against the Governing Body's

decision to refuse admission must submit a notice of appeal by the date set out in the decision letter (usually within 10 days). Appeals will be held within the timescales set out in the Admission Appeal Code.

Please address these to:

Mrs Lorraine Shaw Chair of Governors
Emmanuel Junior Academy Thorpe Drive
Waterthorpe Sheffield S20 7JU

Useful Contacts

Admissions Team ed-admissions@sheffield.gov.uk 0114 273 5766

Legal & Governance 0114 273 4008

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.

Useful Information

To apply for a place in a Special School contact the Special Educational Needs Team on 273 6394

SHEFFIELD SPECIAL SCHOOLS (PRIMARY)

From September 2024

Name of School
Address
Tel No.
Headteacher

Heritage Park Community School

(Behavioural, emotional and social difficulties)(7-16)
Norfolk Park Road, S2 2RU
Tel: 279 6850, Fax: 275 8476
Acting Headteacher: Ms K Taylor
E-mail: heritage_enquiries@hphm.org

Holgate Meadows Community School

(Behavioural, emotional and social difficulties)(7-16)
Lindsay Road, S5 7WE
Tel: 245 6305, Fax: 257 6761
Headteacher: Mr T Middleton
E-mail: enquiries@holgatemcs.sheffield.sch.uk

Mossbrook Primary School

(Autism and communication difficulties)(4-11)
Bochum Parkway, S8 8JR
Tel: 237 2768, Fax: 283 9253
Headteacher: Mr D Linkhorn
E-mail: enquiries@mossbrook.sheffield.sch.uk

Norfolk Park Primary School (Learning difficulties and complex needs)(2-11)

Park Grange Road, S2 3QF
Tel: 272 6165, Fax: 272 5932
Headteacher: Mrs J Vickers
E-mail: enquiries@norfolkpark.sheffield.sch.uk

The Rowan Primary School (Autism and communication difficulties)(4-11)

4 Durvale Court, Furniss Avenue, S17 3PT
Tel: 235 0479, Fax: 235 0478
Headteacher: Mrs A Young
E-mail: enquiries@rowan.sheffield.sch.uk

Woolley Wood Primary (Learning difficulties and complex needs)(2-11)

Chaucer Road, S5 9QN
Tel: 232 1278, Fax: 231 5726
Acting Headteacher: Mrs L Watson
E-mail: enquiries@woolleywood.sheffield.sch.uk

To apply for a place in a Integrated Resource contact the Special Educational Needs Team on 273 6394

SHEFFIELD INTEGRATED RESOURCES (PRIMARY)

From September 2024

Name of School
Address
Tel No.
Headteacher

Angram Bank Community School (Hearing Impaired)

Kinsey Road, High Green, S35 2RU
Tel: 284 8553, Fax: 284 6894, Headteacher: Ms A Carr
E-mail: info@angrambankprimary.sheffield.sch.uk

Arbourthorne Community Primary (Learning difficulties and complex needs)

Eastern Avenue, S2 2GQ
Tel: 239 8163, Fax: 264 2716, Executive Headteacher: Mrs V Langley
Head of School Ms L Pediani
E-Mail: enquiries@arbourthorne.sheffield.sch.uk

Beck Primary School (Communication Difficulties)

Beck Road, S5 0GG
Tel: 239 9105, Fax: 253 1236, Head of School: Mrs J Coats
E-mail: enquiries@beck.school.co.uk

Birley Spa Community Primary (Language, communication, interaction and Autistic Spectrum Disorders)

Jermyn Crescent, S12 4QE
Tel: 239 9105, Fax: 253 1236, Headteacher: Mrs L Pink
E-mail: enquiries@birleyspa.school.co.uk

Fox Hill Primary (Learning difficulties and complex needs)

Keats Road, S6 1AZ
Tel: 231 3469, Fax: 285 3661, Executive Principal: Ms N Shipman
E-mail: enquiries@foxhill.sheffield.sch.uk

Greystones Primary (Hearing Impaired)

Tullibardine Road, S11 7GL
Tel: 266 3413, Fax: 268 6235, Headteacher: Mr C Jennings
E-mail: enquiries@greystones.sheffield.sch.uk

HBH Academy, Hartley Brook Primary (Learning difficulties and complex needs)

Hartley Brook Road, S5 0JF
Tel: 245 6882, Fax: 240 2544, Executive Headteacher: Mrs C Hobson,
Head of Lower School: C Costello, Head of Upper School: M. Cockayne,
Headteacher: Mrs L Thorne
E-mail: HBenquiries@astreahartleybrook.org

SHEFFIELD INTEGRATED RESOURCES

From September 2024

Name of School
Address
Tel No.
Headteacher

Hucklow Primary School (Communication Difficulties)

Hucklow Road, S5 6TB

Tel: 237 2700, Fax 237 8572, Executive Headteacher: Mrs S Bridges

E-mail: enquiries@hucklow.sheffield.sch.uk

Lower Meadow Primary (Hearing Impaired - British Sign Language)

Batemoor Road, S8 8EE

Tel: 237 2700, Fax 237 8572, Headteacher: Mrs K Brown

E-mail: enquiries@lowermeadow.sheffield.sch.uk

Nether Green Junior (Learning Difficulties and complex needs)

Fulwood Road, S10 3QA

Tel: 230 2461, Fax: 263 0189, Headteacher: Mrs S Jackson

E-mail: enquiries@nethergreen-jun-sheffield.sch.uk

Nook Lane Junior (Language, communication, interaction and Autistic Spectrum Disorders)

Nook Lane, Stannington, S6 6BN

Tel: 234 1097, Fax: 234 1098, Headteacher: Mr S Arbon-Davis

E-mail: enquiries@nooklane.sheffield.sch.uk

St Thomas of Canterbury Catholic Primary (Physical difficulties)

Chancet Wood Drive, S8 7TR

Tel: 274 5597, Fax: 274 6499, Headteacher: Mr A Truby

E-mail: enquiries@st-thomascanterbury.sheffield.sch.uk

Stradbroke Primary (Learning difficulties and complex needs)

Richmond Road, S13 8LT

Tel; 239 9320, Fax; 239 3430, Headteacher: Mr J Sitch,

E-mail: enquiries@stradbroke.sheffield.sch.uk

Wharncliffe Side Primary (Learning difficulties and complex needs)

Brightholmlee Lane, S35 0DD

Tel: 286 2379, Fax: 229 9582, Headteacher: Mr M Gaughan

E-mail: enquiries@wharncliffeside.sheffield.sch.uk

Whiteways Primary School (Communication Difficulties)

Whiteways Road S4 8EX

Tel: 286 2379, Fax: 229 9582, Headteacher: Miss Cousins

E-mail: enquiries@whiteways.sheffield.sch.uk

Sheffield Admissions Website

The Pupil Admissions Team has its own website. A copy of this booklet can be found on the site with links to other relevant sites such as those for individual schools.

A full and detailed copy of Sheffield's co-ordinated admission scheme can also be found on the website. The website also has details about the Admission Team, catchment areas, feeder schools and copies of application forms.

The website address is;
www.sheffield.gov.uk/pupiladmissions

School Terms and Holidays 2024 - 2025

Please refer to the Council's website for details of term dates and school holidays. www.sheffield.gov.uk/education/our-schools/terms-and-holidays. Please note that each school organises five training and development days which are determined by the school. For information on specific training days you should contact the individual school.

Complaints

If you are unhappy with the service you have received and would like to make a complaint, you should put your concerns in writing to the Principal Admissions Officer at the address given on the back page. This procedure should not be confused with the appeal process described on page 21 which allows you to appeal for a different school to the one you have been allocated.

You may also complain about the admission process to the Local

Government Ombudsman. See below for details.

Local Government Ombudsman (for East Midlands and North of England)

PO Box 4771

Coventry

CV4 0EH

Tel: 0300 061 0614

Website: www.lgo.org.uk

Home to School Transport

This section of the booklet describes the Children, Young People and Families responsibility with regards to Home to School Transport for "Eligible children". Before applying for free transport you are advised to read this section.

How to Apply for Free Transport

To apply for a Zero Fare bus pass, contact the Customer First team on 0114 273 4567. You will be sent an application form. You must return the completed form to the following address:

Customer Services
Floor 2
House
Union Street
Sheffield S1 2SH

If your child meets the criteria for transport the Authority will provide a bus pass enabling your child to travel free of charge to and from school on public transport. Please note that Sheffield Authority does not have a duty to provide transport for children who do not meet the criteria.

Please note that misuse of the bus pass or inappropriate behaviour on the bus, may result in the withdrawal of the pass.

Pupils attending a Sheffield school but who live outside the Sheffield boundary must apply to their Home Authority.

Before applying for free transport you are advised to read the following information about Sheffield's Transport policy.

General Entitlement to Free Transport

The Authority will make provision for free home to school transport in certain circumstances for children of compulsory school age, irrespective of income. Parents and Carers may apply for places at any school and will be offered a place if there is availability. Normally if a place is taken up outside the catchment area the child would not be eligible for free transport.

Normal eligibility criteria for free home to school transport:

- Your child is under 8 years old, attends their catchment area or nearest suitable school and lives more than two miles from the school by the most direct walking distance, accompanied as necessary.
- Your child is 8 years old or over attends their catchment area or nearest suitable school and lives more than three miles from the school by the most direct walking distance, accompanied as necessary.
- The Authority must also make free transport available for children who live within the statutory walking distances of their nearest qualifying school but the nature of the route is such that the child cannot reasonably be expected to walk (accompanied as necessary) in reasonable safety.

The Authority's Road Safety Team may be requested to undertake an assessment of a specific journey. In doing so it will consider any proposed journey under nationally approved criteria. Factors taken into account will include:

- The age of the child
- Whether any potential risk could be mitigated against if the child was accompanied.
- The width of any road travelled on and the existence of pavements
- The volume and speed of traffic
- The existence or otherwise of street lighting

All Parents

If you think your child is eligible for free transport you should contact 0114 273 5831 to request an application form, or call into First Point at Howden House. Once the form is completed return it as described above under "How to Apply for Free Transport".

Children entitled to free school meals or those whose parents are in receipt of their maximum level of Working Tax Credit.

Children aged 8 but under 11 and entitled to free school meals or whose parents are in receipt of their maximum level of Working Tax Credit, qualify for a free bus pass if they live more than 2 miles from their qualifying school.

Home to School Transport Appeals Process

The following two stage home to school transport review/appeals process will be implemented for applicants who do not meet the statutory eligibility criteria and have been refused assistance with transport to a school.

The parent/carer who wishes to challenge a decision about the transport arrangements offered to their child, including questions of their child's eligibility for travel support, the distance measurement and the safety of the route, will be entitled to seek a review of and, if necessary, an appeal to the Admissions Committee against the decision.

Stage one:

Once a decision has been made to refuse Home to School Transport, a parent/carer will receive a letter from Customer First informing them that:

They have **20 working days** from receipt of the local authority's home to school transport decision, to make a written request asking for a review of that decision.

The written request should detail why the parent/carer believes the decision should be reviewed and give details

of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.

Within **20 working days** of receipt of the parent's written request, a senior officer will review the original decision and send the parent a detailed written outcome setting out:

1. The nature of the decision reached;
2. What factors were considered;
3. How the review was conducted (including the standard followed e.g.

consideration of eligibility criteria, qualifying schools, Road Safety etc. if appropriate);

4. Information about other departments and/or agencies if they were consulted as part of the process (if appropriate);
5. The rationale for the decision reached;
6. Information regarding further escalation of the appeals process to stage two (if appropriate).

Stage two:

The parent/carer has 20 working days from receipt of the local authority's Stage one decision to make a written request to escalate the matter to stage two where an Admissions Committee will meet and consider the individual circumstances. The parent/carer should submit detailed reasons for the appeal, together with any supporting information/documents.

The Terms of Reference for the Admissions Committee is set out in the Council's Constitution. The Committee have delegated authority to determine appeals against decisions to refuse transport. This means that the Committee has discretion to consider any case that does not fall within the Council's Home to School Transport Policy. The Committee is experienced with regard to school transport legislation guidance.

Within **40 working days** of receipt of a request for escalation, the Committee will consider representations from the parent and Local Authority officers. The appeal will be determined on the basis of the written material submitted.

Before reaching their decision the Committee will look at all the available information and documentary evidence and reach a considered view in light of their discretion. The Committee will consider whether there are any exceptional educational, financial, medical, physical, family or social

circumstances. The Committee will also consider the reasons for choosing a particular school. **[Please insert any other factors you feel are relevant]**

Once a decision has been reached the parent/carer will receive a detailed written outcome of the appeal setting out:

1. The nature of the decision reached;
2. What factors were considered;
3. The rationale for the decision reached;
4. How the review was conducted (including consideration of eligibility criteria qualifying schools, road safety assessments etc, if appropriate);
5. The guidelines and standards followed (including statutory duties, DFE guidelines, road safety assessments);
6. Information about other departments and/or agencies that were consulted as part of the process (if appropriate);
7. If refused, information about escalation to the Local Government Ombudsman (see below).

Complaint to the Local Government Ombudsman/Judicial Review

The decision of the Committee is final and there is no further appeal, unless there have been significant and material changes in the parent's circumstances that require a new decision about their application, e.g. medical reasons or they have moved house.

Where an appeal is unsuccessful at Stage two, appellants will be notified that they have the right of complaint to the Local Government Ombudsman, only where complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal was handled.

If the complainant considers the decision of the Admission Committee to be flawed

on public law grounds, the complainant may also apply for judicial review.

This document will be published on the Sheffield City Council's website and paper copies will be provided with refusal letters.

School Dress Code

Parents/carers should contact individual schools for details of their dress code. Please note that Sheffield Authority is no longer able to offer assistance towards school uniform.

Special Educational Needs (SEN) Section

Most children with special educational needs are educated in mainstream schools. A small minority of children have more complex needs.

The SEN Section works with schools and families to ensure that all children with SEN are identified and supported appropriately. The SEN Section allocates Special School and Integrated Resource Unit placements.

For further information contact
0114 273 6394.

Addresses of Neighbouring Authorities

Rotherham - Jon Stonehouse - Strategic Director

School Planning, Admissions and Appeals
Riverside House
Main Street
Rotherham
S60 1AE

Tel: 01709 823777

Barnsley - Ms Rachel Dickinson - Executive Director

People Directorate School Admissions
PO Box 634
Barnsley
S70 9GG

Tel: 01226 773689/773588/773677/773670

Email: admissions@barnsley.gov.uk

Web: www.barnsley.gov.uk/schooladmissions

Derbyshire - Jane Parfremment - Director of Childrens Services

Admissions and Transport Team
Derbyshire County Council
School Road
Chesterfield
Derbyshire
S41 8LJ

Tel: 01629 537479

Email: admissions.transport@derbyshire.gov.uk

Doncaster

Learning Provision Organisation Service
Doncaster Council
Floor 3, Civic Office
Waterdale
Doncaster
DN1 3BU

Tel: 01302 737204

Email: admissions@doncaster.gov.uk

Web: www.doncaster.gov.uk

Primary Admissions in Sheffield – Contact Details

The Primary Admission Team is based at Howden House.

The contact details are given below.

During busy periods there may be occasions when you cannot get through on the telephone straight away. This is due to the high level of calls. The days and weeks following allocations are the busiest times for the service.

Busy times for Primary Admissions are:- February - June

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Contact us:-



Primary Admissions
Floor 5 South
Howden House
Sheffield
S1 2SH



Tel: 0114 273 5766



ed-admissions@sheffield.gov.uk



our office hours are;
Monday – Thursday 9.00a.m –
5.00p.m Friday 9.00a.m – 4.45p.m
(Except bank holidays).

Sheffield City Council
Primary Admissions
ed-admissions@sheffield.gov.uk

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