



Admissions Arrangements for Entry to School in Year 7 in 2025/26

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements:

An overview of the legal requirements around Admission to Secondary School is provided on the schools website for additional information for parents/carers.

This policy is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998 This policy complies with our funding agreement and articles of association.

Introduction

As the school is an academy status school, the Wickersley Partnership Trust is the Admissions Authority and has the responsibility to set admissions arrangements for the school in compliance with the School Admissions Code 2021.

The below sets out the admissions arrangements for entry to Year 7 in September 2025 and includes the oversubscription criteria that will be applied in the event that there are more applications than places available.

Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on 31st October 2024, live closest to the school measured in a straight line on a horizontal plane (commonly known as a measurement, "as the crow flies"). Distance measurements are calculated (by the Local Authority Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more)

any final place will be allocated by the simple drawing of lots by a representative of the Local Authority independent of the School Admissions Team.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Places will be allocated in accordance with the LA's co-ordinated admissions schemes for Secondary schools. In assessing preferences, the LA will operate an 'equal preference' system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan as part of that process.

Catchment Area

Information on the catchment area for the school can be obtained by contacting the School Organisation Team on (01709) 254831 or on the Local Authority website at:

[RMBC Mapping \(rotherham.gov.uk\)](http://rotherham.gov.uk)

You can use the catchment map to find your catchment area school.

Visit [RMBC Mapping](http://rotherham.gov.uk)

Close the disclaimer

Type your postcode in the address bar to search

Select a property from the list (if yours is not shown press MORE)

Click or tap on the property to select it

The property will be shown on the map

Select **What would you like to do?** in the top left corner

Select **Map features**

Select **Education**

Tick the Primary & Secondary catchment boxes as required

Click or tap the map and catchment area school/s will appear in a pop-up box

For our schools catchment areas list of streets – Please see the school website 'Admissions' section for the most up to date list of streets that make up our catchment area.

Applications

Parents/carers should submit their secondary school application by the National closing date of **31st October 2024** to ensure their application is considered as an on time application in the first round of school offers.

[Apply for a school place – Rotherham Metropolitan Borough Council](http://rotherham.gov.uk)

The Published Admission Number (PAN) for entry to Year 7 for the 2025/26 Academic Year is:

Wickersley 340

- d) Children with an older sibling on the roll of the school who will be in **Years 8-11** for the commencement of the 2025/26 academic year and are on the roll of the school on 31st October 2024
- e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- f) **The Associated Primary (Feeder) Schools are:**

Wickersley

Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale, St Albans, Wickersley Northfield.

Waiting Lists

On the National Offer Day of 1st March 2025 (or first working day after where the 1st falls on a weekend), the Local Authority Admissions Team will establish a waiting list for secondary schools in Rotherham where the number of applications for those schools has exceeded the available places in Year 7.

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until the 31st December 2025 when it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

In-year Admissions – Transferring School During the School Year

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers for most of the schools in Rotherham. Further information and the relevant application form is available on the Authority website:

[Transferring School during the school year – Rotherham Metropolitan Borough Council.](#)

A paper copy of the application form can be requested from the Admissions Team:

Telephone 01709 823777

or

E-mail admissions.enquiries@rotherham.gov.uk

If you are moving homes, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant Admissions Authority.

Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.

Applications received during a weekend or bank holiday or during school holidays will be forwarded to the preferred schools on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open. Schools are required to respond to in-year transfer requests within a **maximum of 15 school days** from receipt of the application therefore, although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 15 school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on

