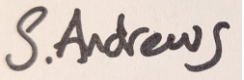




Forge Valley School & Sixth Form ADMISSIONS POLICY

Date of issue:	September 2026
Member of Staff Responsible:	Mark Barker, Admissions Lead
Ratified on:	September 2026
Ratified by:	Full Governing Body:  Mr S Andrews Chair of Governors
Review Date:	September 2027

Version	Section	Amendments	Date	Authors
Version	Section	Amendments	Date	Authors
September 2024	6	Admissions arrangements reviewed and updated.	September 2024	
September 2024	6.2	School admission refusals updated to clarify the operation of the school catchment area and circumstances in which admission may be refused.	September 2024	
September 2024	10	Key dates updated.	September 2024	
September 2025	Whole document	Member of staff responsible changed from Mark Barker to Kerry Platts.	September 2025	
September 2025	Important Contacts	John Watson added as Head of School.	September 2025	
September 2025	PAN	Published Admission Number information updated.	September 2025	
September 2025	Whole document	Terminology relating to looked-after children reviewed and updated.	September 2025	
September 2025	Priority 4	Previous Priority 4 removed as it duplicated Priority 2. Remaining priorities renumbered as appropriate.	September 2025	
September 2025	6.2A	Obsolete reference to 'A Guide for Parents' removed.	September 2025	
September 2025	9 & 10	Waiting-list and key-date information updated for the	September 2025	

		relevant admissions cycle.		
September 2026	Whole document	Policy reviewed against The Key model admissions policy and terminology, structure and statutory references updated where required.	September 2026	
September 2026	3 - Definitions	Statutory definitions of looked-after children and previously looked-after children updated. Definitions of a parent, compulsory school age and children previously in state care outside England added.	September 2026	
September 2026	4 - How to apply	Legacy reference to the Learning Trust replaced with Inova Academy Trust.	September 2026	
September 2026	5 - Requests for admission outside the normal age group	Process for requesting admission outside a child's normal age group clarified, including the information parents should provide and how decisions will be communicated.	September 2026	
September 2026	6.1 - Published Admission Number	A specific section added confirming the Published Admission Number of 260 pupils for entry into Year 7.	September 2026	
September 2026	6 - Oversubscription criteria	Priority One wording updated to use the statutory terms looked-after	September 2026	

		children and previously looked-after children and to include children previously in state care outside England.		
September 2026	6 – Oversubscription criteria	Final oversubscription category renumbered from Priority Six to Priority Five following the previous removal of a duplicated criterion.	September 2026	
September 2026	Tie-break arrangements	Home-address and shared-care definitions added. Obsolete reference to ‘A Guide for Parents’ and duplicated random-allocation wording removed.	September 2026	
September 2026	School admission refusals	Separate ‘School admission refusals/Refused on prejudice grounds’ section removed as it contained generic local-authority information not required within the school’s admission arrangements.	September 2026	
September 2026	Challenging behaviour	Section replaced with wording aligned to the School Admissions Code, including references to paragraphs 3.8 and 3.10-3.13.	September 2026	
September 2026	Fair Access Protocol	Section expanded to clarify that Fair Access placements take precedence over waiting-list applicants and	September 2026	

		that eligibility for the Fair Access Protocol does not prevent a parent from making an in-year application.		
September 2026	Allocation of places	Provisions added for children of UK service personnel and Crown servants.	September 2026	
September 2026	Allocation of places	Provisions added setting out the circumstances in which an offer of a school place may be withdrawn.	September 2026	
September 2026	7 - In-year admissions	In-year admission wording updated, including removal of the general 'subject to challenging behaviour' qualification and clarification that parents will be notified of the outcome of an application within 15 school days.	September 2026	
September 2026	8 - Appeals	Clarified that admission appeals are heard by an independent appeal panel.	September 2026	
September 2026	9 - Waiting Lists	Waiting-list arrangements expanded to clarify how places are prioritised, that waiting-list position is determined by the oversubscription criteria rather than length of time on the list, and the priority afforded to looked-after, previously looked-after and Fair Access pupils.	September 2026	

September 2026	10 – Key Dates	Historic fixed dates removed and replaced with a reference to Sheffield City Council’s annually published coordinated admissions timetable.	September 2026	
September 2026	13 – Monitoring arrangements	Consultation requirements clarified, including the minimum six-week consultation period between 1 October and 31 January.	September 2026	

Contents

1. Aims	9
2. Legislation and statutory requirements	9
3. Definitions	9
4. How to apply	10
5. Requests for admission outside the normal age group	10
6. Allocation of places	11
6.3 Tie break	12
6.4 Challenging behaviour	13
6.5 Fair Access Protocol	13
6.6 Children of UK service personnel and Crown servants	13
6.7 Withdrawing an offer of a place	14
7. In-year admissions	14
8. Appeals	15
9. Waiting Lists	15
10. Key Dates	15

11. Admissions Team Contact Details	16
12. Transition	16
13. Monitoring arrangements	16

Important Contacts

Role	Name	Contact Details
Executive Headteacher	Dale Barrowclough	0114 2348805 dbarrowclough@forgevalley.sheffield.sch.uk
Head of School	John Watson	0114 2348805 jwatson@forgevalley.sheffield.sch.uk
Attendance Lead	Kerry Platts	0114 2348805 kplatts@forgevalley.sheffield.sch.uk
Chair of Governors	Steve Andrews	0114 2348805 sandrews@taptonttrust.org.uk
Local Authority Admissions Team		Inclusion & Learning Service, Floor 5, North Wing, Moorfoot, Sheffield, S1 4PL ed-admissions@sheffield.gov.uk

Forge Valley School's Pupil Admission Number (PAN) is 240 per year group for the years 7 to 11.

We have carefully considered and analysed the impact of all school policies on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector

Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

1. Aims

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 a pupil a place

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

As an Academy, Forge Valley School is its own Admission authority. However, Forge Valley School has chosen to retain the Local Authority's admission arrangements since it became an Academy. Applications for admission are handled by the Local Authority Secondary Admissions Team. They can be contacted at 5th Floor West, Moorfoot Buildings, Sheffield, S1 4PL. Their telephone details are as follows: 0114 273 5790. Email ed-admissions@sheffield.gov.uk.

2. Legislation and statutory requirements

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

- [School Admissions Code 2021](#)
- [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.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.
- Previously looked-after children are children who were looked after, but ceased to be so because they:
- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or Became subject to a special guardianship order (defined in section 14A of the Children Act 1989).
- This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A parent is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

Forge Valley School operates within the statutory Admission Code of Practice. The admission arrangements set out in this document include the oversubscription criteria and other detailed information that explain how the school manages this function. The Academy is the "Admission Authority" and is responsible for setting and applying its own admission arrangements.

The admission arrangements that are set out below are those determined by Inova Academy Trust for admission to Forge Valley School. Inova Academy Trust is fully supportive of the wider admission arrangements operated by Sheffield Local Authority, and these arrangements continue the operation of a defined catchment area and feeder primary schools that have been operated historically for admission to the school.

Sheffield Local Authority coordinates the allocation process for the normal year of entry (Year 7) for all Sheffield residents and applies the criteria on behalf of Inova Academy Trust by agreement.

Sheffield Local Authority is also responsible for coordinating in-year applications on behalf of Inova Academy Trust. For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Requests for admission outside a child's normal age group should be made in writing to the Head of School at Forge Valley School. The request should explain why the parent considers admission outside the child's normal age group to be in the child's best interests and should include any supporting information that the parent wishes the school to consider, including, where relevant, information concerning the child's academic, social and emotional development and/or medical evidence.

The school will consider each request individually and will notify parents in writing of its decision and the reasons for that decision. Parents will normally be notified of the decision within 15 school days of receipt of the request and all relevant supporting information.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may have naturally fallen into a lower age group if it were not for being born prematurely
- The head of school's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have requested a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

Forge Valley School has a published admission number of 240 pupils for entry into Year 7.

6.2 Oversubscription criteria

All children whose Education, Health and Care Plan (EHCP) names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

If the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Priority One - Looked-after and previously looked-after children

Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at Forge Valley School. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority Two - Catchment area with Sibling and Siblings

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at Forge Valley School on the day of admission will be considered next.

The definition of a sibling for these purposes is given below. This means that all catchment/sibling applications are prioritised before catchment applicants, irrespective of distance. The normal distance tie-breaker will apply within each category. A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half-brothers/sisters)
- a stepbrother and/or stepsister

In both cases, they will attend the preferred school at the point of entry

In circumstances where an older sibling attends Forge Valley School sixth form, sibling priority will only be afforded if the older sibling attended the school before Year 12.

Priority Three - Catchment area

Children who normally reside with a parent or person with parental responsibility in the defined catchment area.

Priority Four - Attendance at a contributory feeder school

Applicants for a Year 7 place at Forge Valley School whose children attend a designated feeder primary school but do not fit into any of the above categories will be considered next.

Forge Valley School's designated feeder primary schools are: Shooters Grove, Malin Bridge, Rivelin, and Wisewood Primary School.

Parents are advised in the Sheffield Guide for Parents that if they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there."

Priority Five - Other applicants

All other applicants who do not fall into one of the above categories will be considered next.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above. If the admission number is reached mid-category, there are 2 stages of further consideration carried out within the above outlined categories:

- A. Exceptional medical, social or special educational needs. Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Admission Committee (AC) but only within its admission category. It is the parents' responsibility to provide supporting evidence. The applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application for the Academy to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school. Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by supporting evidence.

- B. Distance In circumstances where exceptional circumstances are not demonstrated, the final tie-breaker will be the distance from the home address to the school building. This is a straight-line measurement from the house to a specific point at the school building. Where the remaining place could be made for a number of children living equidistant from the school, the determination of the single offered will be made by random allocation. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).
- C. If a child lives in different properties as part of a shared-care arrangement, parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal admissions round, if there is no agreement, the local authority will decide which address will be used.
- D. The random allocation will:
- Be independently supervised by a representative of the Legal and Governance Service of Sheffield LA
 - Take place on a date and time notified in advance to the participating parents so that they can attend as witnesses

More details can be found on the Local Authority website at
<https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions.html>

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.5 Fair Access Protocol

We participate in Sheffield's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

6.6 Children of UK service personnel and Crown servants

Families of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.7 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Forge Valley School participates in the Local Authority's coordinated Admission Scheme for in-year admissions. If a parent of a child on our roll wishes to apply for a transfer to another school, they must obtain a transfer form from the school for completion of Section 2. The application must then be sent to the Local Authority, which will process the application on the parent's behalf. The Local Authority will confirm the outcome of the application to parents in writing within 15 school days.

Local authorities must, on request, provide information to prospective parents about the places still available in all schools within their area. To enable them to do this, the admission authorities for all schools in the area must provide the local authority with details of the number of places available at their schools whenever this information is requested, to assist a parent seeking a school place. Such details should be provided no later than two school days following receipt of a request from the local authority.

If the application is refused, the Local Authority will advise on the statutory appeal procedure. Details of the Co-ordinated Admission Scheme and how in-year applications are managed can be seen at <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place.html>

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

If parents wish to change their child's school to Forge Valley School at any time after the normal age group admission, the following must be completed.

Parents should contact their home school's Headteacher and request a transfer form. This must be signed by the headteacher and sent to the local authority.

The home school would normally assist families with the completion of this form if it is required. Applications for in-year admissions should be sent to the following address:

ed-admissions@sheffield.gov.uk

0114 273 5790

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

Where a place is refused, the reason for the refusal must be included, along with full details of the statutory right of appeal. As soon as reasonably practicable, but in any event within 2 school days, the LA must also be notified of the application and outcome. Where a place is offered, the child should be admitted as soon as possible.

8. Appeals

Appeals will be heard by an independent appeal panel.

Appeals for entry to Year 7 will be administered by the Local Authority on behalf of Forge Valley School and in line with the statutory Appeal Code of Practice. Appeals will be heard at the Sheffield Town Hall. Parents will be advised of the exact closing date for appeals applications and appeal procedures when they receive notification of the outcome of their application. Appeal Application Forms can be obtained from the Local Authority or downloaded from their website.

You will be notified of the date and time of your appeal in writing by the City Council. Schedules will be determined after the closing date for receiving appeals. Year 7 appeals for those submitted on time are normally concluded before the Spring Bank holiday at the end of May or in the first two weeks of June.

Please note that the appeal panel is independent of the Academy and the Local Authority, and its decision is legally binding on both the Academy and on parents. For any further advice on the appeals process, please contact the Admissions Team on 0114 273 5790 or email ed-admissions@sheffield.gov.uk

9. Waiting Lists

We will maintain a clear, fair and objective waiting list for children entering Year 7 until at least 31 December of each school year of admission. If an application is unsuccessful, the child's name will be added to the waiting list.

Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in this policy. Priority will not be given to children based on the date their application was received, or when their name was added to the waiting list.

Under the School Admissions Code, looked-after children, previously looked-after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

10. Key Dates

The closing date for applications and National Offer Day are determined as part of the annual coordinated admissions process. Parents should refer to Sheffield City Council's published admissions timetable for the relevant academic year.

Indicative dates for the 2027 admission round are:

Closing date for Applications: 31 October 2026

National Allocation Day: 1 March 2027 for Year 7 starters in September 2027.

11. Admissions Team Contact Details

Any enquiries should be referred to the Local Authority's Admissions Team:

Telephone: 0114 273 5790

Email: ed-admissions@sheffield.gov.uk

Admissions Team: Inclusion and Learning Service, Floor 5, West Wing, Moorfoot, Sheffield S1 4PL

12. Transition

Forge Valley School has close links with our family of primary feeder schools. Pupils in Year 6 have many opportunities to work with our staff in school before the main transition days in July, before starting at Forge Valley School in September. Year 7 pupils soon settle into their school routine because of their familiarity with the school and key staff.

We understand the transition from primary to secondary school can be an anxious time for pupils; they often worry about being with their friends and meeting older pupils. We have worked with our family of primary feeder schools to put pupils in groups of two or three, based on who will best support their learning at Forge Valley School. We will endeavour to ensure that pupils are with at least one person they know from primary school.

A Head of Year will have pastoral oversight for the year group, with an Assistant Headteacher having an overall view of the transition period. There will also be a member of the Senior Leadership Team linked to each year group.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangements are to apply.