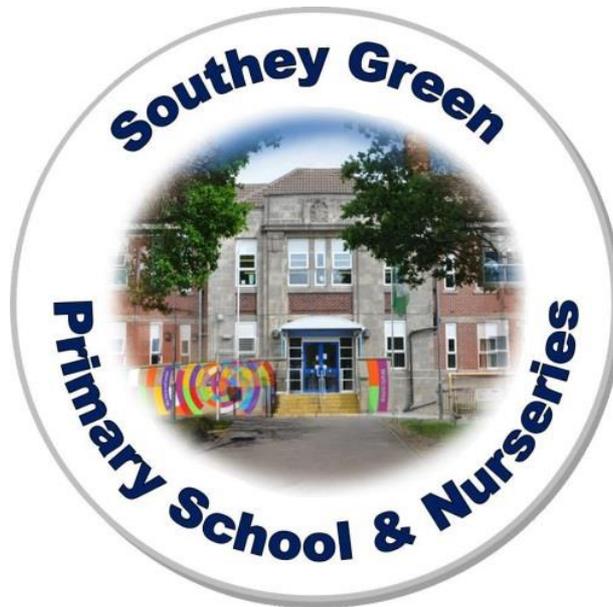


Admissions Policy

Southey Green Primary School & Nurseries



Author	SLT
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Contents

1. Aims.....	2
2. Legislation and statutory requirements	2
3. Definitions.....	2
4. How to apply.....	3
5. Requests for admission outside the normal age group.....	4
6. Allocation of places.....	4
7. In-year admissions	7
8. Appeals.....	8
9. Monitoring arrangements.....	8
10. Nursery Admissions	8

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 your child a place

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](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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 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, or
- Became subject to a special guardianship order

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 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.

4. How to apply

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.

Parents are able to choose from the following options depending on when their child reaches compulsory school age i.e. the term after their 5th birthday:

Children who have their 5th birthday between 1st September and 31st December:

A full-time school place in the Reception class from September

OR

A part-time school place in the Reception class from September

These children must start school in January full-time as they have reached statutory school age

Children who have their 5th birthday between 1st January and 31st March:

A full or part-time school place in the Reception class from September

AND/OR

A full or part-time school place in the Reception class from January

These children must start school in April full-time as they have reached statutory school age

Children who have their 5th birthday between 1st April and 31st August;

A full or part-time school place in the Reception class from September

AND/OR

A full or part-time school place in the Reception class from January

AND/OR

A full or part-time place in the Reception class from April

Wait until compulsory school age – the following September of the next academic year. This will be a direct entry into Year 1 and parents will have to re-apply for a

school place. A school place cannot be guaranteed.

Attendance at the school's nursery does not guarantee admission to the school and a school place in Reception must be applied for – please see the 'Guide for Parents' available from Pupil Admissions or view guidance on-line at:

<https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

Children starting in Reception, who have already attended our Nursery setting, will be invited to stay and play sessions before they begin. Their new class teacher/s will spend time with them in the Nursery setting also. Children who previously attended different setting will also receive a visit from our EYFS lead in their current setting to learn more about their child. They will discuss attainment and progress with their key worker so they have a positive start to learning in school.

All families starting in Reception are invited to a welcome meeting, where they meet the Reception team and learn more about the school day, expectations and curriculum

Parents are invited to make a further appointment with the Early Years team and/or the Headteacher to discuss their child's needs and seek advice about the option most suitable for their child.

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.

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 naturally have fallen into a lower age group if it were not for being born prematurely
- › The headteacher'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 made a request for 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 Admission number

The school has the following agreed admission numbers:

Year Group	Agreed Admission Number
Foundation Stage	90
Year 1	90
Year 2	90
Year 3	90
Year 4	90
Year 5	90
Year 6	90
Total	630

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

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

In the event that 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.

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

Priority One - Children in Public Care (Looked After)

All Admission Authorities MUST prioritise the admission of "Relevant Looked After Children" within their admission criteria. A "Relevant Looked After Child" is defined as:

"a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) is looked after at the time an application for admission to a school is made and (b) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.

The Admission Code of Practice extend this category to also include children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

This includes those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

Priority Two - Catchment area with Sibling

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 Southey Green Primary 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 a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister) and in both cases will be attending Southey Green Primary School at the point of entry.

Priority Three - Catchment Area

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but will not have a sibling at Southey Green Primary School at the point of admission will be considered next.

Priority Four – Siblings

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

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister) and in both cases will be attending Southey Green Primary School at the point of entry.

Priority Five - All other applicants

The local authority will be given to children on the basis of social or medical need.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

1. Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Southey Green Primary School but only within its admission category. It is the parent's responsibility to provide supporting evidence.
 - a. 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.
 - b. Applications will only be submitted to the Southey Green Primary School for further consideration if they are accompanied by supporting evidence.
2. Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.6 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. 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, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

A decision to refuse a child entry under the Fair Access Panel for challenging behaviour is based on the following definition.

The 2021 Code now defines "challenging behaviour" at footnote 76 as "where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment."

6.7 Fair Access Protocol

We participate in Sheffield Local Authority 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.

7. In-year admissions

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 where there is space.

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 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

ed-admissions@sheffield.gov.uk

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

If a child is given a place at Southey Green, a member of the administration team will be in touch to set up a meeting with the school and to complete all necessary admission documentation. A transition plan will be put in place to ensure the smooth transition from one school to another. This will vary from child to child and will be based on their needs.

It is encouraged that parents look around the school and meet the staff before a request is made for an in year admission. This will allow the opportunity to share the school values, look around the school and meet key staff.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

<https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

You can find details of the school's appeals timetable on the following webpage:

<https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

9. Monitoring arrangements

This policy will be reviewed and approved by the Trust 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.

10. Nursery Admissions

Parents can apply for a place in our tots and 3yr and 4yr nursery place by completing an admission form available from the main school office.

Parents can apply for a part time place. This is a morning session or afternoon session of up to 15 hours per week. Alternatively, parents can apply for a part time place of either the first half of the week, Monday to Wednesday morning or Wednesday afternoon to Friday. Any hours which are additional to the FEL of 15 or 30 will be charged for.

Places will be allocated based on the spaces available and the adult ratio.

If places are not available for the intake indicated, a place will be offered for the next available time.

Admission into Nursery at Southey Green Primary School from September 2025 and Subsequent Years

The 3-4 Nursery at Southey Green Primary School has 78 places at any time.

Children who have their 3rd birthday between 1st September and 31st

December:

A place in the Nursery from January consisting of up to 15 hours FEL providing there are places

A place in the Nursery from January consisting of up to 30 hours FEL providing parents are eligible and have the code before the start of the term and there are places.

Children who have their 3rd birthday between 1st January and 31st March:

A place in the Nursery from April consisting of up to 15 hours FEL providing there are

places

A place in the Nursery from April consisting of up to 30 hours FEL providing parents are eligible and have the code before the start of the term and there are places.

Children who have their 3rd birthday between 1st April and 31st August:

A place in the Nursery from September consisting of up to 15 hours FEL providing there are places

A place in the Nursery from April consisting of up to 30 hours FEL providing parents are eligible and have the code before the start of the term and there are places.

Admission into 2 year old nursery at Southey Green Primary School from September 2023 and Subsequent Years

The two year old nursery at Southey Green Primary School has 32 places at any time.

Children who have their 2nd birthday between 1st September and 31st December:

A place in nursery from January consisting of up to 15 hours FEL providing there are place

Children who have their 2nd birthday between 1st January and 31st March:

A place in nursery from April consisting of up to 15 hours FEL providing there are places

Children who have their 2nd birthday between 1st April and 31st August:

A place in Nursery from September consisting of up to 15 hours FEL providing there are spaces.

The 2 year old nursery provision offers morning or afternoon sessions only and there are no additional bought sessions available.

Nursery application process:

1. An Application Form to be completed and returned to the school office, a visit to the setting is to be encouraged.
2. A list of all applications is kept on a waiting list by the school office
3. The inclusion of a child's name on the list does not constitute a guarantee of a place
4. Parents/carers will be informed of an offer of a place by telephone a month before they are due to start.

5. Parents/carers will be offered a home visit and visits to the setting prior to the child starting.
6. The nursery teacher plus a member of the office staff will complete the home visit. All relevant paper work will be completed on the visit and a start date given to the parent in writing.
- 7a. The child's first time at 3 year nursery will last an hour and parents/carers are welcome to stay, after this, children will be able to stay for the full session without parents/carers. This may change depending on need of the child and will be agreed by the nursery teacher and parents/carers.
- 7b. The child's first two sessions in the 2 year old nursery are for one hour and parent/s are required to stay. After this parents are free to leave their child for a full session should they wish. This may change depending on need of the child and will be agreed by the nursery teacher and parents/carers.

Criteria for Admissions

1. Access to free early learning should be as flexible as possible,
2. A child has a right to attend any provision within the city.
3. A place will not be removed from a child unless a parents decides they no longer need it or due to LEA guidelines refunding and missed sessions.
4. If there are more places than children, all children will be offered a place, once full, applicants will be placed on the waiting list and places will allocated in accordance with the oversubscription criteria.
5. Parents/carers will not be able to change nursery session until the end of the term except in exceptional circumstances.

As the criteria for Reception and Nursery admissions differ slightly, it must be remembered that although your child may be offered a place in the Nursery, there IS NO GUARANTEE of a Reception place the following year. Parents/carers will have to complete the primary admissions process for their chosen school.

How Parents can apply for additional sessions (chargeable).

Parents/carers may apply to increase their nursery hours above their free 15 hours entitlement. These hours will be chargeable in line with the [charging policy](#).

Process:

1. Parents/carers will express their wish for extra hours at the school office.
2. If places are available parents/carers will be allowed to take up extra sessions, these session will be chargeable and must be paid for in advance of the session.
3. The information on charges, terms and conditions will be available in the charging policy on the school website and also sited in the school office.
4. Parents/carers will need to sign and set up a standing order or Parent pay to pay for the extra hours.
5. Parents/carers will agree to the extra sessions for at least the remainder of the term.
6. Parents/carers will pay for the agreed extra sessions regardless of attendance.

Please note: Applications for funded places take priority.