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Tapton School

Admissions Policy

2026-2027

AUTHOR: Holly Morris

COMMITTEE: Personal Development, Behaviour and Inclusion

LAST REVIEW/UPDATE: September 2025

LEVEL OF CHANGE: Limited

NEXT REVIEW: September 2026

Valuing everyone, Caring for each other, Achieving excellence

Company registration number: 7697171. Registered office: England/Wales

Tapton School Admissions Arrangements

Tapton School is a values led mixed 11-18 comprehensive school situated in the southwest of Sheffield.

Tapton 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 Tapton School Academy Trust for admission to Tapton School. Tapton School 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 co-ordinates the allocation process for the normal year of entry (Year 7) for all Sheffield residents and applies the criteria on behalf of Tapton School Academy Trust by agreement.

Sheffield Local Authority is also responsible for coordinating "in-year" applications on behalf of the Learning Trust.

Pupil Admission Numbers 2026-2027

We are able to accept a certain number of students in each year group - this is our Pupil Admission Number (PAN) Please see the chart below which outlines our current PAN for each year group.

Year Group	Pupil Admission Numbers (PAN)
Year 7	268
Year 8	268
Year 9	268
Year 10	268
Year 11	268
Year 12	125 (external applicants) Approx. 80-90 internal
Year 13	125 (external applicants) Approx. 80-90 internal

Special Educational Needs

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a statement of special educational needs (now re-named the Education and Health Care Plan) that names their school. This is not an oversubscription criterion; schools are required to admit a child in these circumstances whether they have places or not. Tapton School complies fully with this requirement.

Oversubscription Criteria

In the event of oversubscription, the following categories will be prioritised for places at Tapton School, operated on the school's behalf by Sheffield Local Authority.

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. This includes children who appear to the admission authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only."

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. It also includes children who appear to have been looked after outside of England.

Priority Two: Catchment area with Sibling (11-16 Year 7-11)

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 Tapton School on the day of admission will be considered next.

The catchment area of Tapton School can be found on the map on this link and by searching home post codes: <https://www.sheffield.gov.uk/schools-childcare/school-catchment-checker>

This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tiebreaker will apply within each category. The definition of a sibling for these purposes 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/half-sister) and in both cases will be attending Tapton School at the point of entry.

In circumstances where an older sibling attends Tapton School Sixth Form, sibling priority will only be afforded if the older sibling attended the school prior to Year 12.

Priority Three: Catchment and Attending Feeder School

Children living in the Tapton catchment area and attending a feeder school.

The designated feeder schools are:

- Hallam Primary School
- Lydgate Junior School
- Netherthorpe Primary School

Priority Four: 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 Tapton School at the point of admission and do not attend a designated feeder school will be considered next.

Priority Five: 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/half-sister) and in both cases will be attending Tapton School at the point of entry.

In circumstances where an older sibling attends Tapton School Sixth Form, sibling priority will only be afforded if the older sibling attended the school prior to Year 12.

Priority Six: Contributory Feeder School

Applicants for a Year 7 place at Tapton School whose children attend a designated feeder primary school but do not fit into any of the above categories 1, 2, 3 or 4 above will be considered next.

Tapton School's designated feeder primary schools are:

- Hallam Primary School,
- Lydgate Junior School
- Netherthorpe Primary School.

Parents are advised in the Sheffield Guide for Parents ([https://www.sheffield.gov.uk/sites/default/files/2024-06/how to apply for a secondary school place for september 2025.pdf](https://www.sheffield.gov.uk/sites/default/files/2024-06/how_to_apply_for_a_secondary_school_place_for_september_2025.pdf)) 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 Seven: All other applicants

Any applicant who does not fall into one of the above categories will be considered next.

Tie Breakers

In the event of oversubscription within category there are two tiebreakers:

- Where exceptional medical, social or special educational needs are demonstrated and supported by third party professional evidence, a child may be prioritised within their admission category

*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.

Further information about the Admission Committee can be found in the Local Authority Composite Prospectus, "A Guide for Parents" ([https://www.sheffield.gov.uk/sites/default/files/2024-06/how to apply for a secondary school place for september 2025.pdf](https://www.sheffield.gov.uk/sites/default/files/2024-06/how_to_apply_for_a_secondary_school_place_for_september_2025.pdf))

- If there are no exceptional circumstances demonstrated applications will be prioritised first by admission category and then by distance from the home address to a designated point at the school, measured in a straight line.

In circumstances where exceptional circumstances are not demonstrated, the final tiebreaker 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 allocated to several children living equidistant from the school, the allocation will be made at random.

The random allocation will:

- be independently supervised by a representative of the Legal and Governance Service of the Sheffield Local Authority
- take place on a date and time notified in advance to the participating parents so that they can attend as witnesses

Admission Appeals

If your application for a place at Tapton is refused, you will have the right to appeal against the decision to an independent appeal panel. The Local Authority will provide you with further information on the process and how to appeal when you receive your decision. Information about the appeal procedure can be found at:

<https://www.sheffield.gov.uk/planning-development/decisions-appeals>

Please be advised that the population on the Southwest of Sheffield continues to grow, following a similar problem to last year. We expect that some catchment applicants (category 4) will be refused, meaning it is important for parents to use all three preferences when applying.

Admissions outside the normal admissions round

Tapton School participates in the Local Authority's Co-ordinated 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 in writing within 15 school days. 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/schools-childcare/apply-school-place>

Children in public care for whom an application is received outside the normal admission round will be considered for priority admission in accordance with the requirements of the Local Authority's Fair Access Protocol.

All other applications will be considered against the above oversubscription criteria. Children of Services personnel will be considered under the Local Authority's Fair Access Protocol where an application is received outside the normal admission round.

Equal Preference

The statutory Admission Code of Practice made the practice of offering places on a "First Preference First" basis unlawful. All Admission Authorities in Sheffield must operate an Equal Preference system when determining the final school offer. This means that each of the three preferences will be considered as equal preferences and oversubscription criteria applied to each preference irrespective of ranking. The ranking of the preferences is relevant only where the applicant is eligible for more than one school. In this case, a place will be offered at the highest ranked school for which the child is eligible.

Waiting Lists

A waiting list will be maintained until 31 December each year for a transfer to Tapton School Year 7. Parents and Carers may remain on the waiting list beyond December if they wish and would be required to contact the Local Authority Admissions Team.

Key Dates

Closing date for Applications: **31st October each year**

National Allocation Day: **1st March each year**

Open Evening: **October 1st 2025**

Please check the school website www.taptonschool.co.uk or www.sheffield.gov.uk for more information.

Admissions Team Contact Details

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

- Email: ed-admissions@sheffield.gov.uk
- Admissions Team: Admissions, Floor 5, West Wing, Moorfoot, Sheffield S1 4PE

Admissions Team New to the City Contact Details

- Telephone: 0114 2735790
- Email: ed-admissions@sheffield.gov.uk