



## Admissions 2027-28

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## DOCUMENT CONTROL

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed and consulted on at least every 7 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

## 1. Introduction:

- 1.1. Totley Primary 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 explains how the school manages this function.
- 1.2. Mercia Learning Trust 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 our Trust for admission to Totley Primary School. Our 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 for admission to the school.
- 1.3. Sheffield Local Authority co-ordinates the allocation process for the normal year of entry for all Sheffield residents and applies the criteria on behalf of the Mercia Learning Trust by agreement. Sheffield Local Authority is also responsible for co-ordinating "in-year" applications on behalf of the Mercia Learning Trust.
- 1.4. The school has an admission number of 60 for entry in Reception. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number, our Trust will offer places at the school to all those who have applied.
- 1.5. The PAN is 60 for admission in the academic year 2027/28.

## 2. Special Educational Needs

- 2.1. Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a Statement of 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. Totley Primary School complies fully with this requirement.

## 3. Oversubscription criteria

- 3.1. In the event of oversubscription, the following categories will be prioritised for places at Totley Primary School, operated on the school's behalf by Sheffield Local Authority.
- 3.2. The following oversubscription criteria outline the priorities for admission to Totley Primary School.
  - 3.2.1. **Priority 1 - Children in Public Care (Looked After Children) & Previously Looked After Children (PLAC)**
    - 3.2.1.1. 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 (i) is looked after at the time an application for admission to a school is made and (ii) 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 PLAC i.e. 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". The definition of previously looked after children included children who appear (to the admission authority) to have been in state care outside of England and cased to be in state care as a result of being adopted.
  - 3.2.2. **Priority 2 - Catchment Area with Sibling**
    - 3.2.2.1. Children who live in the catchment area at the latest date for receiving applications and who will have a sibling attending Totley Primary School in September 2027 will be prioritised above other catchment applicants.
  - 3.2.3. **Priority 3 - Up to 2 children of school staff, including teaching and associate staff (non-teaching staff), who have been in post for at least two years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstratable skill shortage. If the post is to fill a skill shortage, the 2 year minimum service will not apply.**
    - 3.2.3.1. Children of staff applications must apply to the Local Authority as normal and complete a supplementary information form to confirm that they fall into this category. The Authority will then send any applications in this category to our Trust for validation.
    - 3.2.3.2. If more than 2 applicants meet this criterion, places will be allocated by applying random allocation. The random allocation process will be carried out by the Local Authority who are independent to the Mercia Learning Trust. See section 4.2.

### 3.2.4. **Priority 4** - Catchment Area

3.2.4.1. Children living in the catchment area for Totley Primary School that do not have a sibling attending, will be considered next.

### 3.2.5. **Priority 5** - Non-Catchment Siblings

3.2.5.1. Children who do have an older brother or sister (sibling) at Totley Primary School on the date of admission, will be offered a place if any places remain after all above categories have been allocated.

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

3.2.5.2.1. a brother and/or sister

3.2.5.2.2. a stepbrother and/or stepsister (including half-brothers/sisters) and in both cases will attend Totley Primary School at the time of entry.

### 3.2.6. **Priority 6** – Other Applications

3.2.6.1. 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.

## 4. Tie Breakers

4.1. With the exception of priority 3, for any admission category that is oversubscribed there are two stages of further consideration.

### 4.1.1. Exceptional medical, social or special educational needs.

4.1.1.1. 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 parent's responsibility to provide supporting evidence.

4.1.1.2. 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".

4.1.1.3. <https://www.sheffield.gov.uk/education/informationforparentscarers/pupiladmissions/secondary-school/guide-for-parents.html>

### 4.1.2. Distance

4.1.2.1. 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(s) could be made for a number of children living equidistant from the school, the decision to allocate this place(s) will be made by random allocation.

### 4.2. For priority 3:

#### 4.2.1. If there are more than 2 applicants, places will be allocated using random allocation. The random allocation process will be carried out by the Local Authority who are independent to our trust.

### 4.3. Admissions outside the normal admissions round

4.3.1. 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.

4.4. All other applications will be considered against the above oversubscription criteria.

## 5. Re-admissions

5.1. If a child previously attending the school has left and been removed from the school roll (for example because they moved to a different area or country) but then subsequently returns, they will be treated like any other application. I.e. if the year group is full, application would be refused, and the child would then be allocated a place at the nearest school with space in that year group. 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.

## **6. Waiting Lists**

- 6.1. The Reception waiting list will be established on the offer day and be maintained until the end of the summer term 2027.

## **7. Admissions Team contact details**

- 7.1. Any enquiries should be referred to the Local Authority's Admissions Team:  
Telephone: 0114 2735790 Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)  
Admissions Team: Floor 5 South, Howden House, Union Street, Sheffield S1 2SH

