



NAME OF POLICY

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DOCUMENT CONTROL

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

Introduction

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.

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 Mercia Learning Trust for admission to Totley Primary School. Mercia Learning 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 since 2017, when the catchment area was expanded in light of increasing pupil numbers – see Appendix A.

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.

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. Totley Primary School complies fully with this requirement.

Oversubscription Criteria

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.

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.

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 Totley Primary School on the day of admission will be considered next. The catchment area for all Sheffield schools can be found on the map on this link and by searching home postcodes.

<https://www.sheffield.gov.uk/schools-childcare/school-catchment-checker>

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 Totley 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 Totley 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 Totley Primary School at the point of entry.

Priority Five

All other applicants

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

Tie Breakers

For any admission category that is oversubscribed there are two stages of further consideration.

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 parent's 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.

Further information about the Admission Committee can be found in the Local Authority Prospectus, "A Guide for Parents".

[entry_to_primary_school_2025_to_2026_-_a_guide_for_parents_0.pdf](#)

B. Distance

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. 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.

Admissions outside the normal admissions round

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 the end of each calendar year for transfer to Totley Primary School. Parents may remain on the waiting list beyond December if they wish and would be required to contact the admission team.

Admissions Team contact details

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

Telephone: 0114 2735790

Email: ed-admissions@sheffield.gov.uk

Address: School Admissions, Floor 5, Howden House, Union Street, Sheffield S1 2SH



Appendix A

The largest defined area on the map below shows the catchment area for Totley Primary School. Taken from <https://www.sheffield.gov.uk/schools-childcare/school-catchment-checker>

