

# Admission to Secondary School 2023



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Apply by post  
Closing Date 31 October 2022

Telephone 01709 823777 to request an application form

## Letter from the Strategic Director for Children and Young People's Services

*Dear Parent(s)/Carer(s)*

*The education of Children and Young People is a priority for us in Rotherham. We aim to give your child the best possible learning opportunities and work with you as partners in your child's learning.*

*Moving on to secondary school is an important and exciting step in the life of any child. This booklet provides an explanation of the procedures for you to follow at this important point time. It shows how you as parent(s) or carer(s) can be involved in ensuring that your child has a successful transfer to secondary school in 2023. The booklet summarises the Local Authority and schools' policies for the allocation of secondary school places. It also refers to some of the other policies which may affect your child either immediately or at some during their secondary education.*

*I hope that you find this booklet helpful, if you need further advice, staff in primary and secondary schools and in Children and Young People's Services will do all they can to help ensure a smooth transfer for your child in 2023.*

Yours sincerely

*Suzanne Joyner*

Strategic Director, Children and Young People's Services

## INTRODUCTION

This booklet gives full details on **how to apply for a secondary school place for your child**.

Rotherham is operating a co-ordinated scheme which will result in most children only receiving one offer of a place. The information particularly applies to all those children born on or between 1st September 2011 and 31st August 2012, who should be moving onto Secondary School in 2023.

All schools in Rotherham will use an 'equal preference' system for the assessment of a potential place.

### Details of the action you must take

You are encouraged to read the entire booklet, but it is most important to read Section 6 and you must then:

- 1 Apply online at [www.rotherham.gov.uk/education](http://www.rotherham.gov.uk/education)  
Or request a paper application form
- 2 If you are applying for a place at a Church School for your child, you should also complete the appropriate Supplementary Information Form and forward it along with any further evidence requested by your preferred school(s) (e.g. baptismal certificate) directly to your requested school(s).
- 3 The Common Application Form must be returned to:  
Admissions Team  
Children and Young People's Services  
Riverside House  
Main Street  
Rotherham  
S60 1AE
- 4 The National Closing date for applications is the **31 October 2022**.
- 5 Places will be allocated based on your residential address on **30 November 2022**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g. utility/council tax bill).
- 6 On **1 March 2023** a letter will be posted to your home address or an email will be sent (if you applied online and chose this option), notifying you which school your child has been allocated.

The information contained in this booklet was compiled in the period within three months of its publication. It has been made available at least six weeks before the date by which parents/carers may exercise their right to express preferences, for schools for the year to which the information relates.

The information on the Authority's policies and procedures referred to in this booklet is correct at the time of publication. It should not be assumed, however, that there will be no change before the start of, or during, the school year to which the information relates or in relation to subsequent school years.

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# Section 1

## TERMINOLOGY

### Supplementary Information Form

This is information that a voluntary aided school requires about a child's/family's religious affiliations and will be used to determine eligibility for admission where the school is oversubscribed.

### Admission Appeal

Where a parent is not offered a place for their child at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent appeal panel.

### Admission Arrangements

All the procedures, criteria and publications which must be put in place by an admission authority in order to process applications for admission to school. Admission arrangements will determine whether a child is eligible for admission to a school.

### Admission Authority

The body responsible for determining the admissions arrangements for a school. This can be the Local Authority or, for some schools, the governing body.

### Admission Criteria

The rules, which govern who should and should not be offered a place at an oversubscribed school.

### Admission Limit

A higher number of children above the admission number in any relevant age group intended to be admitted in any school year as determined by an admission authority.

### Admission Number

The number of children in any relevant age group intended to be admitted in any school year as determined by an admission authority.

### Admission Round

The procedure, arrangements and timetable whereby parents have to submit their Application for admission to school in order to receive the single offer of a school place from the Authority on the National Offer Day.

### Admission Year

The school year to which the admission arrangements apply.

### Allocation of a School Place

This is where the single offer of a place at a school is made and therefore the child's name is placed on the list of admissions to that school.

### Common Application Form

The form to be used by parents/carers on which they are required to express preferences for schools and give reasons for those preferences. It is referred to as common because it allows parents to name schools administered by different admission authorities. The term 'common application form' throughout this booklet is used to refer to the online application form or the paper common application form unless otherwise stated.

### Co-ordinated Scheme for Admission to School

This is a method for determining, from potential offers for school places, which is going to be the single offer of a place communicated to parents.

## **Eligible for Admission**

This is where a child can be offered a place at a school either because:

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children, within the admission number.

## **Home Authority**

The local authority within whose area the child resides.

## **Maintaining Authority**

The Local Authority within whose area a school is situated and for which they are responsible.

## **National Closing Date**

For Admission to Secondary School in 2023, the Government has deemed that the National Closing Date for receipt of applications will be 31st October 2022.

## **National Offer Day**

The day each year on which an authority's single offer of a secondary school place is communicated to parents within the co-ordinated scheme. For admission to secondary school the National Offer Day is prescribed in Regulations as 1 March, except where this day falls on a Saturday or Sunday. In 2023 letters or emails will be issued on 1 March.

## **Net Capacity**

The net capacity of a school is the total number of places available for children. In order to calculate the net capacity a formula issued by the Department for Education is used.

## **Notice of Appeal**

The form to be completed by the parent and submitted to the Appeal Clerk to request an independent appeal for a school for which the parent/carer has applied and not been offered a place for their child.

## **Oversubscribed**

Where the number of applications for the relevant year group in an admission year exceeds the published admission number.

## **Preference**

Legislation requires that parent(s)/carer(s) must be able to indicate which school(s) they would prefer their child to attend and to give reasons for their preference(s). All Admission Authorities will be operating an 'equal preference' system in relation to all preferences for schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the order of preference. (See also Ranking).

## **Potential Offer of a School Place**

Where a child is eligible for admission to a school the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

## **Ranking**

The order in which parents list their three preferences on the Common Application Form to enable the Authority to determine the single offer of a school place.

### Relevant Year Groups

The year group into which children are admitted as an outcome of the admissions round. The children will be of the same age group i.e. those born on or between 1st September and 31st August in the same school year.

Year Group	Admission Year	Date of Birth
Reception/Foundation Stage 2 (Infant & Primary)	2023	01/09/2018 to 31/08/2019
Year 3 (Junior)	2023	01/09/2015 to 31/08/2016
Year 7 (Secondary)	2023	01/09/2011 to 31/08/2012

### Single Offer of a School Place

The one offer of a place at a school which is made to a parent from the potential offers available based on the ranking of the preference(s) expressed.

### Transfer

The movement from one school to another which is outside of the initial admissions process for the relevant year groups and for all other year groups.

## Section 2

### WHAT ARE ROTHERHAM'S ADMISSION ARRANGEMENTS?

The Government issued legislation which resulted in us co-ordinating the procedure for admission to school for all Rotherham residents.

The process makes school admissions fairer for all parents\* and improves the admission processes that parents often find stressful. Our aim was to produce an admissions system which was streamlined and reduces the number of application forms parents had to complete where they applied for more than one school.

We co-ordinate our admission arrangements with all other local authorities. Please note other authorities may have different admission arrangements to Rotherham therefore if you are including a school in another Authority on your application, we **strongly** advise you to check this with the relevant authority. You should then make sure you submit your application, via Rotherham, by the closing date. Failure to do so may mean your application is deemed as a late application by that Authority and therefore given a lower priority.

Every parent of a child resident in Rotherham who has applied for a school place in any area listed above will receive a single offer of a secondary school place on the same day from their home Authority\*\*.

#### Please note:

\* All references to 'parents' also refers to carer(s)/guardian(s) who have parental responsibility for the child.

\*\* All references to 'the Authority' relates to Rotherham Authority

#### Key points are:

- A Common Application Form for all secondary schools
- All applications to be returned to the Admissions Team for any school in Rotherham and those in any other Local Authority
- Equal ranked preferences for all schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. Therefore, if your catchment area school is named as your 3rd preference your child's name will be higher up the list for that school than someone who falls into a lower category and who may have named the same school as their 1st or 2nd preference
- Places will be allocated based on your residential address on **30 November 2022**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g. utility/council tax bill)
- You can apply online at [www.rotherham.gov.uk/education](http://www.rotherham.gov.uk/education) or you can apply using the Common Application Form
- Other local authorities may have different admission arrangements to Rotherham
- Parents to receive a single offer of a school place
- All offers of a school place to be made by the home Authority
- All offers of a school place to be sent to parents on the same day

## The admission arrangements follow a four-step process

- Step One** A parent expresses preferences for up to three secondary schools and ranks their preferences in order.
- Step Two** The appropriate admission authority will determine whether or not the child is eligible for admission to each school.
- Step Three** A child could be eligible for admission to more than one school. For each school where the child is eligible for admission there is a potential offer of a place. The school at which a place will be offered will depend upon the order the schools are named on the Common Application Form.
- Step Four** The parent of a child resident in Rotherham who has completed a Common Application Form receives a written offer of a school place from Rotherham Authority on **1 March 2023**.

This booklet contains information, which describes the process in more detail, and you are strongly advised to read the booklet **before** you apply for your secondary schools.

There are a number of technical terms, which we have to use in the admissions process that may not be easy to understand. Explanations of these are given in Section 1.

# Section 3

## HOW THE ARRANGEMENTS WORK

The co-ordinated scheme for admission to secondary school is designed to enable you to apply for up to three secondary schools and to receive a single offer of a school place where your child is eligible. A full copy of the Co-ordinated Scheme for the Admission Arrangements for Secondary Schools 2023 is available upon request from the Admissions Team on 01709 823777.

You will only have to submit one Common Application Form in order to apply for a place at any three secondary schools within or outside of Rotherham. You should apply by the closing date. A single offer of a school place for your child will be posted or emailed (if you applied online) on 1 March 2023.

### This is how the co-ordinated scheme works

- 1) You decide which three schools you would prefer your child to attend.
- 2) Having decided on your three schools you have to state which is your first, second and third preference. You will need to write your three preferred schools in Section 2 of the Common Application Form, taking care to ensure that they are ranked in your order of preference.

1 <sup>st</sup> preference school	School A
2 <sup>nd</sup> preference school	School B
3 <sup>rd</sup> preference school	School C

Please provide full details of your reasons for choosing each school in the appropriate boxes on your application. You may continue on a separate sheet.

- 3) The appropriate admission authority will determine whether or not there is a place for your child at each of the three schools you have stated on the Common Application Form. If there is a place available for your child at a school, then your child is 'eligible for admission' to that school and this creates a potential offer of a school place. If you have stated three schools on the Common Application Form your child could be eligible for admission to none, one, two or three schools. Section 5 explains how it is determined whether your child is eligible for admission at a secondary school.
- 4) The outcome of your application will be one of the following eight possibilities

Preferred Schools in rank order		The 8 Possible Outcomes							
		1	2	3	4	5	6	7	8
1 <sup>st</sup>	School A	P	N	N	P	P	P	N	N
2 <sup>nd</sup>	School B	P	P	N	P	N	N	P	N
3 <sup>rd</sup>	School C	P	P	P	N	P	N	N	N

### Key

- P** Place available – your child is eligible for admission which creates a potential offer.
- N** School oversubscribed – your child is not eligible for admission in accordance with the admission criteria.

Each of the eight outcomes shows whether or not your child is eligible for admission at a school and which highest preferred school could be offered. Each of the eight outcomes is explained below.

- Outcome 1** Your child is eligible for admission to all three schools. Your highest preferred school is School A so the single offer of a school place will be made for School A.
- Outcome 2** Your child is eligible for admission to schools B and C. Your child is not eligible for admission to School A, therefore the single offer of a place will be for School B.
- Outcome 3** Your child is only eligible for admission to School C therefore this is the school for which you will receive the single offer of a school place.
- Outcome 4** Your child is eligible for admission to your two highest preferred schools. The highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 5** Your child is eligible for admission to Schools A and C. Your highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 6** Your child is only eligible for admission to the highest preferred school which is School A. You will receive the single offer of a place at this school.
- Outcome 7** The highest preferred school for which your child is eligible for admission is School B. You will receive the single offer of a place at School B.
- Outcome 8** Unfortunately, in some circumstances your child may not be eligible for admission at any of the three schools you have named. In this instance where no single offer of a place can be made for any of the preferences on the Common Application Form, a place will be allocated to your child at the catchment school, if places are available, or the nearest school in Rotherham with places available. This outcome only applies to Rotherham residents and this allocation of a place will not be made to residents in other local authorities.

**Please note:**

In outcomes 1, 4, 5 and 6 your child is eligible for admission to the highest preferred school as named on your common application form so it does not matter whether or not your child is eligible for a school named as a lower preference. Any potential offer of a lower preference may then be given to another child as part of the allocation process.

**How will applications for schools be considered?**

For academies and voluntary aided schools, it is the Governing Bodies who are the admission authority and they make decisions on eligibility for potential offers. They will also be operating an 'equal preference' system in relation to all preferences.

# Section 4

## INFORMATION ON ALL SCHOOLS AND HOW TO DECIDE WHICH SCHOOLS TO APPLY FOR

Before you decide which schools you would like to apply for it is important that you understand more about the schools in the Rotherham area.

All the secondary schools in Rotherham are co-educational day schools and have a comprehensive entry; this means there is no selection for places on the basis of ability or aptitude.

### Categories of Schools

There are 15 Academies and 1 Voluntary Aided Catholic High School in Rotherham.

In this Section you will find a list of all secondary schools within the Rotherham area.

<b>Voluntary Aided</b>	This is a school established by the Church authorities. In Rotherham the voluntary organisation involved is the Catholic Church. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Authority who will make the offer of a place on behalf of the governing body
<b>Academy</b>	An Academy is a publicly funded school, independent of Local Authority control, providing education to children of all abilities. Academy Trusts are established by schools and may have sponsors from business, faith or voluntary groups working with partners from the local community. Academies provide a teaching and learning environment and offer a broad and balanced curriculum. Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors / trustees responsible for the governance and strategic leadership of the school. Admission into the school is the responsibility of the school governing body and not the Local Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body during the normal admission round.

The information in this booklet was correct at the time of printing.

### Which School?

In order to make an informed decision about which are the preferred schools for your child, you need to be aware of the variety of information available about each secondary school and the ways in which you can access that information.

The table in this section shows the names and addresses of all the secondary schools in Rotherham together with additional information on school size and type, age range of pupils, etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department for Education has a website with a specific section for parents. The address is **[www.education.gov.uk](http://www.education.gov.uk)** and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you should contact that

school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

You are advised that performance tables should not be used as the sole guide in deciding which your preferred schools are, the wider educational experience offered by each school should also be carefully considered.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. The Council's Home to School Transport Policy can be accessed at [www.rotherham.gov.uk/homepage/74/school-transport-and-travel](http://www.rotherham.gov.uk/homepage/74/school-transport-and-travel)

You need to decide what the important factors are for you and your child. You may consider the following information useful when deciding which schools to include on the Common Application Form.

**School Prospectus** - All schools must publish a school prospectus giving information on:

- the school curriculum (including religious education, collective worship and sex education) and any other policy in respect to the teaching provided for children, including the monitoring of progress for children
- arrangements for children with special educational needs
- arrangements for children who are Looked After
- the ethos and values of the school
- complaints procedure
- charges for any additional school activities
- attendance home/school arrangements
- child protection
- the school behaviour policy.

You should contact the relevant school to obtain a copy free of charge.

## Visiting a School

You may wish to visit schools to have a look at the facilities and to speak to staff. You should contact the school to arrange an appointment or you may contact the school to find out when they are holding a parents' evening.

You may wish to ask the following questions regarding any schools you are considering:

- What are the average class sizes in the school?
- How does the school monitor progress and how is this reported to parents?
- What help will be given to a child who has difficulty with a particular subject?
- How are children with special educational needs catered for?
- Does the school make special provision for gifted and talented children?
- How does the school recognise and reward achievement?

- What extra-curricular activities are there?
- Can books be borrowed to take home?
- Does the school set homework?
- What is the school's dress code?

**You may wish to consider these points when you have visited a school:**

- Were you given a friendly welcome from staff and children?
- Were you provided with up-to-date and useful information?
- Were you given the opportunity to ask relevant questions and were these answered well?
- Was the school well equipped?
- Did children have unlimited access to books and materials?
- Were there well-presented displays of children's work throughout the school?
- Were the children active and happy?

## Catchment Areas

When considering which schools to include on the Common Application Form you may wish to know in which school's catchment area your home address lies. Your home address will usually only fall into one school catchment area and, as this information is too large to publish in this booklet, it can be obtained by contacting the School Organisation Team on 01709 254831 or via <https://www.rotherham.gov.uk/schools-schooling/school-admission>

You may request a copy of a map showing the catchment area of a particular school(s) by telephoning 01709 254831.

**You are strongly advised to obtain this information direct from the School Organisation or Admissions Teams and not from any other source.**

## Considering your preferences

When making your preferences on the Common Application Form you should take into account whether your child has a reasonable chance of being offered a place at any of your preferred schools i.e. is your child likely to be eligible for a place. Whilst this is not possible to predict with total accuracy you need to be aware of the following when considering your preferences:

- if you live in the catchment area
- which criteria your child will be placed in for each school
- whether the school was oversubscribed in the previous year
- the number of places allocated in each admission criteria

Further information in relation to the previous year's allocations can be found later in this booklet.

## Special Educational Needs

Most children can cope well in their secondary school and some children will be given help by the special educational needs support services within and available to their school. The Educational Psychology Service can give other support and advice to schools. Parents/carers should always inform the school of any concerns that they may have about their child.

If your child is the subject of an Education, Health and Care Plan (EHC Plan), an Annual Review of their special educational needs will take place during the academic year 2022/23. This Annual review is particularly important as your child is in the final year of primary age education and it is important that plans are made for the year when they reach secondary age. The review will take into account your views and may make any one of the following recommendations:

- i) that your child may continue to require an EHC Plan following transfer to a secondary school
- ii) that your child's special educational needs can be met by a secondary school within its own resources and with help from commonly available support services. This may result in a decision that your child's Plan can be ceased
- iii) that your child's needs would be most appropriately met in a special school or unit, and not in a mainstream secondary school. Such a recommendation will only happen where a child has extensive special educational needs, and you would be fully involved in these discussions and recommendations.

You will be notified as soon as possible of the Authority's recommendation arising from the Annual Review, and of your right to appeal to an independent Tribunal if you wish to do so.

If your child has/will continue to have an EHC Plan please contact your assessment co-ordinator to express your preference of secondary school as part of the annual review process.

If your child does not/will not have an EHC plan, then you must apply via the Authority's School Admissions Team naming your preferred secondary school by the closing date for receipt of applications.

If you have any concerns about Special Educational Needs, Assessments, or EHC Plans, you should discuss this with your child's school or you can contact the Education, Health and Care Assessment Team (EHCAT) on 01709 822660 or email [assent@rotherham.gov.uk](mailto:assent@rotherham.gov.uk).

## Early Admission to Secondary School

On rare occasions parents will seek entry into secondary school for their child earlier than the normal date. In such cases an application must be made in writing to the Strategic Director for Children and Young People's Services, giving full details. Advice will then be requested from the Head Teacher and Chair of the Governing Body of the school at which the parent is seeking admission for their child. An Education Welfare Officer and Educational Psychologist will also be asked for advice, as will the Head Teacher of the child's primary school. The full details of the application will then be considered.

Parents will need to request early admission well in advance, particularly since it will be necessary to complete a Common Application Form for entry into any school within the usual cycle for admissions for the particular year. For further advice on early admission you should contact the Admissions Officer on 01709 823777.

## The Role of the Head Teacher/Principal in School Admissions

In voluntary aided schools and academies, the governing body is the admission authority and they will determine whether a place can be potentially offered to the child. The Authority on behalf of the governing body will make this offer.

## **Role of the Local Admissions Forum**

The Local Admissions Forum enables admissions authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements, seek agreement on how to deal with difficult admissions issues and advise admission authorities on ways in which their arrangements can be improved.

## **Raising of the Participation Age for Secondary School**

Young people are required to continue in education or training until their 18th birthday. Raising of the participation age does not mean young people must stay in school; they can either stay in full-time education, such as school, college or home education, do an apprenticeship or go into full-time employment or voluntary work alongside accredited part-time education or training

## **Sixth Form Provision**

The secondary schools which have sixth form provision for children aged 16-19 years are:

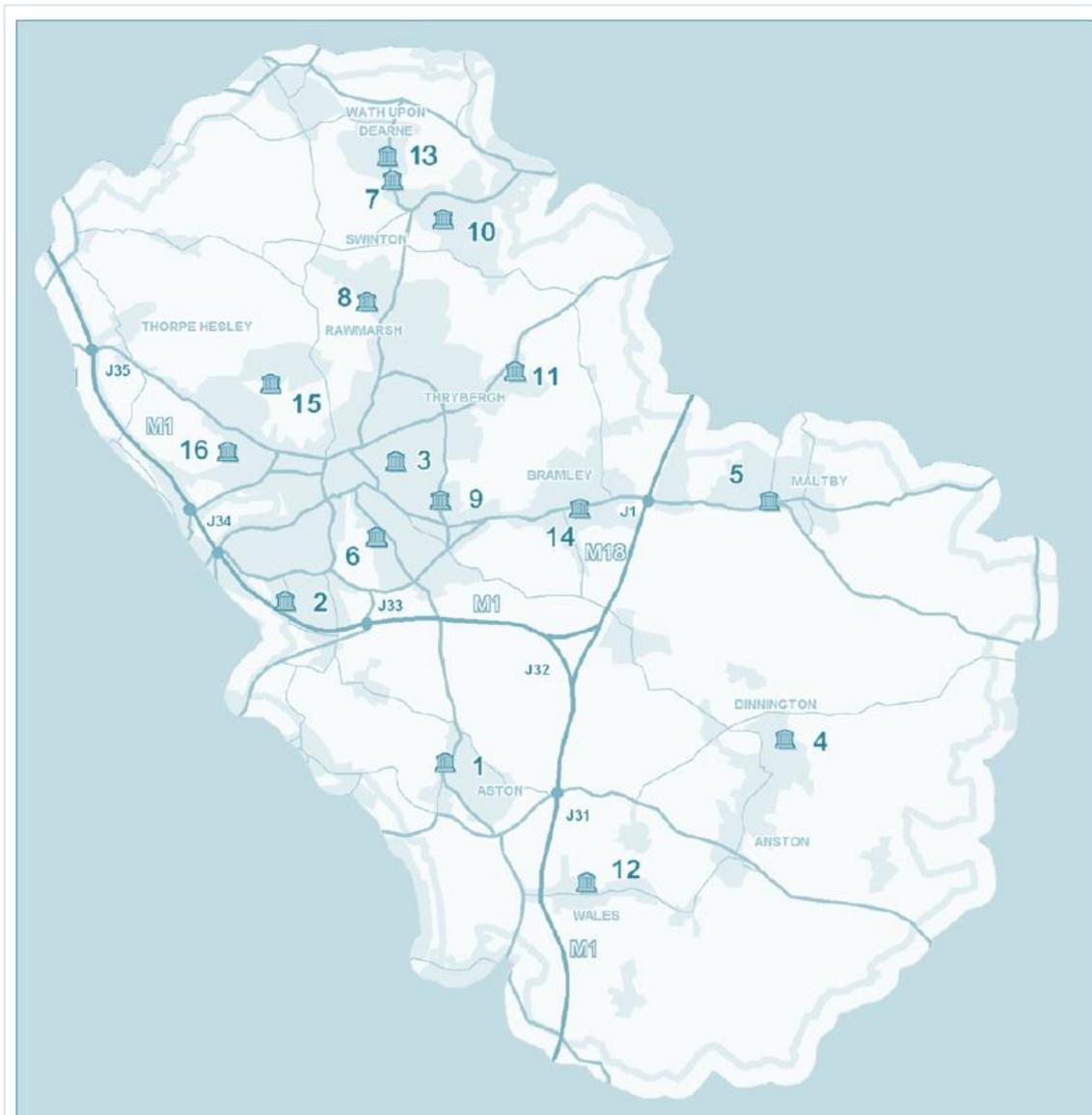
- Aston Academy
- Brinsworth Academy
- Dinnington High School
- Maltby Academy
- Swinton Academy
- Wales High School
- Wath Academy
- Wickersley School and Sports College

The admissions policy and arrangements for the sixth form are the responsibility of the governing body and not the Local Authority. Parents who wish their child to attend a sixth form at the end of Year 11 should contact the school(s) directly for further information and advice.

## **Admission to Independent Schools**

Independent schools are not subject to the 1998 Schools Standards and Framework Act as amended by the Education Act 2002 and make their own admission arrangements. Rotherham Authority has no scheme to assist parents seeking places for their children at independent schools.

## Location of Rotherham Secondary Schools



No	School Name	No	School Name
1	Aston Academy	9	St. Bernard's Catholic High School
2	Brinsworth Academy	10	Swinton Academy
3	Clifton Community School	11	Thrybergh Academy & Sports College
4	Dinnington High School	12	Wales High School
5	Maltby Academy	13	Wath Academy
6	Oakwood High School	14	Wickersley School & Sports College
7	Saint Pius X Catholic High School	15	Wingfield Academy
8	Rawmarsh Community School	16	Winterhill School

## List of Schools in Rotherham

School, Age Range & Category School Contact Details	Admission Number (Only applies to Year 7)	Net Capacity Assessment	Projected Number on Roll 2023/24
<b>ASTON ACADEMY</b> 11-19 Academy  Aughton Road, Swallownest, Sheffield S26 4SF Tel: 0114 2872171 Email: <a href="mailto:info@astonacademy.org">info@astonacademy.org</a> Web: <a href="http://www.astonacademy.org">www.astonacademy.org</a>	300	1650	1706
<b>BRINSWORTH ACADEMY</b> 11-19 Academy  Brinsworth Rd, Brinsworth, Rotherham S60 5EJ Tel: 01709 828383 Email: <a href="mailto:administration@brinsworth.rotherham.sch.uk">administration@brinsworth.rotherham.sch.uk</a> Web: <a href="http://www.brinsworthacademy.org.uk">www.brinsworthacademy.org.uk</a>	270	1487	1547
<b>CLIFTON COMMUNITY SCHOOL</b> 11-16 Academy  Middle Lane, Rotherham S65 2SN Tel: 01709 515005 Email: <a href="mailto:info@cliftonschoo.org">info@cliftonschoo.org</a> Web: <a href="http://www.cliftonschoo.org">www.cliftonschoo.org</a>	250	1250	1127
<b>DINNINGTON HIGH SCHOOL</b> 11-19 Academy  Doe Quarry Lane, Dinnington, Sheffield S25 2NZ Tel: 01909 550066 Email: <a href="mailto:info@dcsch.co.uk">info@dcsch.co.uk</a> Web: <a href="http://www.dinningtonhigh.co.uk">www.dinningtonhigh.co.uk</a>	210	1444	1050
<b>MALTBY ACADEMY</b> 11-19 Academy  Braithwell Road, Maltby, Rotherham S66 8AB Tel: 01709 812864 Email: <a href="mailto:info@maltbyacademy.org">info@maltbyacademy.org</a> Web: <a href="http://www.maltbyacademy.com">www.maltbyacademy.com</a>	200	1250	1198
<b>OAKWOOD HIGH SCHOOL</b> 11-16 Academy  Moorgate Road, Rotherham S60 2UH Tel: 01709 512222 Email: <a href="mailto:info@oakwood.ac">info@oakwood.ac</a> Web: <a href="http://www.oakwood.ac">www.oakwood.ac</a>	210	1050	1057

<p><b>SAINT PIUS X CATHOLIC HIGH SCHOOL</b> 11-16 Voluntary Aided</p> <p>Wath Wood Road, Wath upon Dearne, Rotherham, S63 7PQ Tel: 01709 767900 Email: <a href="mailto:info@saintpiusx.school">info@saintpiusx.school</a> Web: <a href="http://www.saintpiusx.school">www.saintpiusx.school</a></p>	130	685	705
<p><b>RAWMARSH COMMUNITY SCHOOL</b> 11-16 Academy</p> <p>Monkwood Rd, Rawmarsh, Rotherham S62 7GA Tel: 01709 710672 Email: <a href="mailto:rcsmail@rawmarsh.org">rcsmail@rawmarsh.org</a> Web: <a href="http://www.rawmarsh.org">www.rawmarsh.org</a></p>	222	1075	1106
<p><b>ST. BERNARD'S CATHOLIC HIGH SCHOOL</b> 11-16 Catholic Voluntary Academy</p> <p>Herringthorpe Valley Road, Rotherham S65 3BE Tel: 01709 828183 Email: <a href="mailto:schooladmin@sbch.org.uk">schooladmin@sbch.org.uk</a> Web: <a href="http://www.sbch.org.uk">www.sbch.org.uk</a></p>	155	700	799
<p><b>SWINTON ACADEMY</b> 11-19 Academy</p> <p>East Avenue, Swinton, Mexborough S64 8JW Tel: 01709 570586</p> <p>Email: <a href="mailto:info@swintonacademy.org">info@swintonacademy.org</a> Web: <a href="http://www.swintonacademy.org">www.swintonacademy.org</a></p>	200	1320	1020
<p><b>THRYBERGH ACADEMY &amp; SPORTS COLLEGE</b> 11-16 Academy</p> <p>Arran Hill, Park Lane, Thrybergh, Rotherham S65 4BJ Tel: 01709 850471 Email: <a href="mailto:contacts@thrybergh.com">contacts@thrybergh.com</a> Web: <a href="http://www.thrybergh.com">www.thrybergh.com</a></p>	140	704	550
<p><b>WALES HIGH SCHOOL</b> 11-19 Academy</p> <p>Storth Lane, Kiveton Park, Sheffield S26 5QQ Tel: 01909 771291 Email: <a href="mailto:info@waleshigh.com">info@waleshigh.com</a> Web: <a href="http://www.waleshigh.com">www.waleshigh.com</a></p>	310	1867	1915
<p><b>WATH ACADEMY</b> 11-19 Academy</p> <p>Sandygate, Wath upon Dearne, Rotherham S63 7NW Tel: 01709 760222 Email: <a href="mailto:enquiries@wathacademy.com">enquiries@wathacademy.com</a> Web: <a href="http://www.wathacademy.com">www.wathacademy.com</a></p>	330	1950	2050

<p><b>WICKERSLEY SCHOOL AND SPORTS COLLEGE</b> 11-19 Academy</p> <p>Bawtry Road, Wickersley, Rotherham S66 1JL Tel: 01709 542147 Email: <a href="mailto:contactus@wickersley.net">contactus@wickersley.net</a> Web: <a href="http://www.wickersley.net">www.wickersley.net</a></p>	340	2280	2164
<p><b>WINGFIELD ACADEMY</b> 11-16 Academy</p> <p>Wingfield Road, Rotherham S61 4AU Tel: 01709 513002 Email: <a href="mailto:wfa-office@nclt.ac.uk">wfa-office@nclt.ac.uk</a> Web: <a href="http://www.wingfieldacademy.org">www.wingfieldacademy.org</a></p>	200	975	1045
<p><b>WINTERHILL SCHOOL</b> 11-16 Academy</p> <p>High Street, Kimberworth, Rotherham S61 2BD Tel: 01709 740232 Email: <a href="mailto:admin@winterhill.org.uk">admin@winterhill.org.uk</a> Web: <a href="http://www.winterhill.org.uk">www.winterhill.org.uk</a></p>	200	1350	855

## Further information on the 2022 allocation process

The information below may help when you are considering which schools to put on your Common Application Form. This is a guide only and reflects the outcome for applications received by the closing date of 30 November 2021. Places allocated on National Offer Day - 1<sup>st</sup> March 2022.

School	Places Remaining	Number of Applications	Number of Applicants placed on the waiting list
<b>Wales High School</b> was oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 7 of the admissions criteria, the remaining places at this school were filled from category (viii) applications by children who lived nearest to the school as determined by the admissions criteria.	0	344	34
<b>Wickersley School &amp; Sports College</b> was oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 6 of the admissions criteria, the remaining places at this school were filled from category 7, children on the roll of one of the associated primary/ junior/junior and infant schools. Please note the academy reached its admission limit part way through category 7 and 11 children in this category were refused a place as well as all children in category 8.	0	435	95
<b>Wingfield Academy</b> was oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 7 of the admissions criteria, the remaining places at this school were filled from category 8 applications by children who lived nearest to the school as determined by the admissions criteria.	0	243	43

**Wath Academy** was also full on the offer day although it was not necessary to place any children on a waiting list.

### Oversubscribed Voluntary Aided Schools

School	Places Remaining	Number of Applications	Number of Applicants placed on the waiting list
Saint Pius X Catholic High School	0	177	35
St. Bernard's Catholic High School	0	224	69

# Section 5

## THE ADMISSION CRITERIA – IS YOUR CHILD ELIGIBLE FOR A SCHOOL PLACE?

This section contains information on the admissions criteria for schools in Rotherham.

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their published admission number. The admission number is the number of children that it is intended to admit into Year 7 and is derived from the capacity of the school. Further information on admission numbers and net capacity can be found in Section 4.

### Rotherham Schools

The Governing Body of each Academy and the voluntary aided catholic high school are the Admissions Authority for their school. Places will be allocated using the admissions criteria for Rotherham schools. Places will be offered by Rotherham Local Authority on behalf of the Governing Bodies and Trustees.

The Authority will consider all preferences equally, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. Where the number of applications for a particular school is greater than the admission number, the LA will use the following criteria for allocating places in Rotherham. Applications will be prioritised with the highest priority being given to criterion 1 then criterion 2 and so on. Places will be potentially offered in priority order up to the admission number.

**Where the admission number is likely to be reached mid category, priority will be given to those children who, on 30 November 2022, live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).**

Distance measurements are calculated (by the Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Where places are being allocated based on the distance criteria or as part of the distance tiebreaker, and there are insufficient places within the admission for two (or more) children living in the same building (e.g., flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of the Local Authority independent of the School Admissions Team.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Children with an Education Health and Care Plan that names a school in the final Plan must be admitted to the school that is named as part of that process.

The majority of children with special educational needs will not require an Education Health and Care Plan. Applications for children who have special educational needs, but no plan, will be considered on the basis of the Authority’s published admissions criteria.

From all the applications received for an oversubscribed school the Authority will determine which children are eligible for a potential place in accordance with the admission criteria. Applications will be considered in accordance with the following admissions criteria. These criteria are applied equally to preferences from parents who live in Rotherham and those who do not.

Please see the admissions criteria for St Bernard’s and Saint Pius Catholic High Schools which differs from the one below.

## Admissions Criteria for Academies in Rotherham

Please note that where 'Authority' is stated this refers to Rotherham Authority acting on behalf of the Academies in Rotherham.

### Places will be allocated in the following order of priority:-

- 1 Looked After Children and previously Looked After Children (see note (a) below).
- 2 Children who, on 30 November 2022, have a specific medical reason, confirmed by a medical practitioner, which the Authority is satisfied makes attendance at **that particular school** essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 30 November 2022 have a compelling social reason which the Authority is satisfied make attendance at **that particular school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they provide full supporting information to be considered along with their application.

Please note: Very few cases are agreed annually on medical or social grounds

- 4 Children who, on 30 November 2022, live in the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 at the start of the academic year 2023 (see notes (b), (c) and (d) below)
- 5 Children who, on 30 November 2022, live in the catchment area of the school as defined by the Authority (see note (b) below)
- 6 Children who, on 30 November 2022, it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 at the start of the academic year 2023 (see notes (c) and (d) below)
- 7 a) Children who, on 30 November 2022, are on the roll of one of the associated primary/ junior/junior and infant schools as identified by the Authority. (see note (f) below)  
b) **Wingfield Academy only** Children who, on 30 November 2022, are on the roll of Thorpe Hesley Primary School. (see note (g) below)
- 8 Children who, on 30 November 2022, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

### Please note:

- a) A 'looked after child' is a child that is looked after by a local authority in accordance with Section 22(1) of the Children Act 1989 at the time an application for admission to a school is made.  
Previously Looked After Children are 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 admissions authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care 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.
- b) Live/living. This means that a child is habitually and normally resident at an address for a settled purpose which is not solely to receive education. You may be required to provide proof of residency e.g. Council Tax bill, Residence Order, etc. The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides, with the person(s) having parental responsibility, at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child's

ordinary place of residence will be deemed to be with the person who received Child Benefit on the **30 November 2022**.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education. Where there is a dispute between parents over which school is the preferred school for their child, parents are advised that this should be resolved by both parties either amicably or, if this is not possible, parents should seek legal advice and the matter may need to be resolved by the Family Court.

Places will be allocated based on your residential address on **30 November 2022**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence. The Local Authority may undertake a home visit without prior notice to verify a child's home address.

c) For a child to be considered a sibling, one of the following conditions must exist:- (you may be asked to provide proof e.g. Birth Certificate and proof of residence)

- brother/sister to be permanently resident at the same address.
- stepbrother/stepsister to be permanently resident at the same address.
- half-brother/half-sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address
- foster brother/sister resident at the same address

d) With the exception of pupils at Wickersley School and Sports College children with an older brother or sister on the roll of a school which has a sixth form will be considered as having a sibling at the preferred school if the older child is in Y11 or Y12 on **30 November 2022**.

With the exception of pupils at Wickersley School and Sports College, any older child currently in Y13 on **30 November 2022**, where it is indicated they will continue at the school for another academic year, will be considered a sibling when the continued attendance at the sixth form is confirmed by the Head of the Sixth Form of the school concerned. Parents should ensure that they clearly indicate this information on their online application or Common Application Form. All other Y13 students will not be considered under the sibling criteria.

Applications made by Year 11 students to attend a sixth form at a school other than the one they are currently on the roll of cannot be considered under the sibling criteria. Wickersley School and Sports College will no longer consider children who will be in Years 12 and 13 in September 2023 as qualifying siblings for a younger child applying to join the school in Year 7.

e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

- f) Below is a list of the associated Primary/Junior/Junior and Infant Schools. The schools listed below do not include Catholic Primary Schools in Rotherham:

### **Associated Primary Schools for Rotherham Secondary Schools**

<b>Aston</b>	Aston All Saints CE, Aston Fence, Aston Hall, Aston Lodge, Springwood, Aughton, Swallownest, Treeton CE, Waverley.
<b>Brinsworth</b>	Brinsworth Howarth, Brinsworth Manor, Brinsworth Whitehill, Catcliffe, Waverley, Whiston, Whiston Worrygoose.
<b>Clifton</b>	Badsley Moor, Coleridge, East Dene, Eastwood Village, Herringthorpe, St Ann's.
<b>Dinnington</b>	Anston Brook, Anston Greenlands, Anston Park, Dinnington, Laughton, Laughton All Saints CE, Woodsetts.
<b>Maltby</b>	Maltby Craggs, Maltby Lilly Hall, Maltby Manor, Maltby Redwood, Ravenfield.
<b>Oakwood</b>	Broom Valley, Canklow Woods, Sitwell.
<b>Rawmarsh</b>	Rawmarsh Ashwood, Monkwood, Rawmarsh Rosehill, Sandhill, Rawmarsh Thorogate
<b>Swinton</b>	St Thomas CE (Kilnhurst), Kilnhurst, Brookfield, Swinton Fitzwilliam, Swinton Queen.
<b>Thrybergh</b>	Foljambe, High Greave, Thrybergh, Thrybergh Fullerton CE, Trinity Croft CE.
<b>Wales</b>	Anston Hillcrest, Harthill, Kiveton Park Meadows, Thurcroft, Todwick, Wales.
<b>Wath</b>	Brampton the Ellis, Wath CE, Wath Central, Wath Victoria, Wentworth, West Melton.
<b>Wickersley</b>	Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale, St Albans, Wickersley Northfield.
<b>Wingfield</b>	Greasbrough, Redscope, Rockingham, Roughwood
<b>Winterhill</b>	Blackburn, Ferham, Kimberworth, Meadowview, Thornhill, Thorpe Hesley.

- g) Although Thorpe Hesley Primary remains an associated school for Winterhill. Wingfield Academy have also deemed to consider applications from pupils at this school as category 7b.

### **FRAUDULENT APPLICATIONS**

Rotherham Authority takes very seriously any attempt to gain an advantage in the admissions process by giving false information. It is important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative's address, a business address or by temporarily renting a property near to a popular school. Each year a number of parents try to get a school place by providing false information, which could result in them taking a place that should have gone to another child.

Whilst we do not request proof of address with every application, the Local Authority will investigate all instances where there is doubt or discrepancy in the information provided. Proof of residence at an address will be requested where an address on an application form differs from the information we hold and where there is an allegation or evidence that a parent may have provided false or misleading information in order to gain admission to a school. Your address will also be checked by reference to various records.

Once the Authority has made an offer of a school place it may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application or information from a parent which effectively denied a place to a child with a stronger claim, even if the child has already started at the school. In recent years a number of school places were withdrawn from children after it was proven that their parent(s)/carer(s)

had supplied intentionally misleading or fraudulent information or had failed to notify the Admissions Team that they were no longer living at the address given on the application form. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused, the child's name will also be placed on the waiting list if the preferred school is oversubscribed.

## ADMISSION POLICIES FOR CATHOLIC HIGH SCHOOLS IN ROTHERHAM

The following pages of the section are for parents who intend to apply for a place(s) at St. Bernard's Catholic High School, and/or Saint Pius X Catholic High School.

If you wish to apply for a place(s) at a voluntary aided school(s), in another Authority you should contact the school and the Authority which maintains that school for details of the admissions policy. If you are resident in Rotherham, you should name the school on the Common Application Form.

## SAINT PIUS X CATHOLIC HIGH SCHOOL - ADMISSION POLICY 2023/2024

### Our Mission Statement

"Saint Pius X Catholic High School is a Catholic School in which the Gospel message of the Kingdom of God is revealed through our work and through our relationships with our brothers and sisters in Christ"

***This is encompassed in the statement: 'Love one another as I have loved you' John 13***

Saint Pius X Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 130 pupils to year 7 in the school year which begins in September, 2023.

### ***Pupils with an Education, Health and Care Plan (see note 1)***

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Oversubscription Criteria

***At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:***

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely: (see notes 3&4)
  - Sacred Heart Catholic Primary Goldthorpe;
  - St Michael & All Angels Catholic Primary Wombwell;

- Our Lady and Saint Joseph’s Catholic Primary Wath-upon-Dearne;
- St Alban’s Catholic Primary Denaby;
- St Joseph’s Catholic Primary Rawmarsh;
- St Helen’s Catholic Primary Hoyland

3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 5&6)
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 7&8)
7. Any other children.

**Within each of the categories listed above, the following provisions will be applied in the following order.**

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)
- (iii) The attendance at a feeder Catholic primary school, namely: (see below) will increase the priority of an application within category 7.
  - Sacred Heart Catholic Primary Goldthorpe;
  - St Michael & All Angels Catholic Primary Wombwell;
  - Our Lady and Saint Joseph’s Catholic Primary Wath-upon-Dearne;
  - St Alban’s Catholic Primary Denaby;
  - St Joseph’s Catholic Primary Rawmarsh;
  - St Helen’s Catholic Primary Hoyland

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using the local authority’s computerised measuring system on the following basis: The distance to the school is measured by a straight line on a horizontal plane (commonly known as measurement ‘as the crow flies’). The measurement is determined by a Geographical Information System, which is based on Ordnance Survey information. Distance measurements are calculated by the Admissions Team using a Geographical Information System, which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 or 6. The Supplementary Information Form should be returned to the school office by 31<sup>st</sup> October.

You will be advised of the outcome of your application on 1<sup>st</sup> March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 or 6, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October.**

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Headteacher at Saint Pius Catholic High School at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31<sup>st</sup> December 2023.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. The Local Authority will, in so far as is possible, co-ordinate all in-year transfers for all voluntary aided schools and academies in Rotherham in 2023/24. Parents should complete a common application form (Transfers) which can be obtained by contacting the School Admissions Team on 01709 823777.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

### *Notes (these notes form part of the oversubscription criteria)*

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of a baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'brother or sister' includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as child who is the subject of the application.
10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

# ST. BERNARD'S CATHOLIC HIGH SCHOOL - ADMISSION POLICY 2023/2024

## MISSION STATEMENT

Christ is our teacher.

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential. We aim to develop positive relationships with every individual and family, the parishes and the wider community.

**“I have come that they may have life and have it to the full” John 10:10**

## Introduction

The family of Catholic schools across the Diocese of Hallam offers a Catholic Gospel based education for children whose parents (see note 9) seek a genuine alternative to other outstanding schools. Our schools are communities of faith where God is recognised and named. They are rooted in the Church's concept of mission and in living out a Christian lifestyle, they present a picture of Christ to catch the imagination.

Each Catholic school in the Diocese, in partnership with home and parish, has been established to be an integral part of the local Catholic community, which shares the mission of the Church to proclaim the Gospel of Christ. Members of the Parishes of the Diocese of Hallam have contributed towards the cost of the build of the school and continue to care for its buildings and its people. The provision of this network of schools is primarily intended to provide a place at a Catholic school for all baptised members or catechumens of the Church. However, should surplus places be available, governors are encouraged to give priority to parents of other Christian denominations who are seeking a Christian education for their children.

## The admission number for Year 7, 2023/2024 is 155

St Bernard's is a Catholic Voluntary Academy for students between the ages of 11 to 16 years. As a Catholic Voluntary Academy, the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, the requirements of the Trust Deed and the school's Articles of Association and Funding Agreement; by advice from the Diocesan Trustees and its duty to the Catholic community and the common good. This policy should be read in conjunction with Annex B of the Articles of Association (Appendix 1 attached).

Please note that admission to a Catholic Primary School does not guarantee admission to a Catholic High School. If you would like to visit the school before applying, please call 01709 828 183 to make an appointment.

## Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Rotherham LA and who have expressed a preference for St Bernard's Catholic High School before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of a single place the Authority works with the Governing Bodies of the Voluntary Aided secondary schools within the Rotherham area, including St Bernard's Catholic High School. Details of the co-ordinated scheme are available from the Authority.

## Application Procedure

Applications are made by the completion of the ONLINE APPLICATION FORM or a PAPER FORM, available from the Local Authority in which you live. You should also complete the Diocese of Hallam SUPPLEMENTARY INFORMATION FORM (available online) and return to the school. Failure to complete and return the form may affect the admission category your child is placed in.

## Parental Preference

All applications will be placed in an admission category on an equal basis irrespective of preference.

## Criteria for Admission

Our priority is to provide Catholic secondary education for Catholic children resident in the parishes of Forty Martyrs', St Bede's, St Mary's (Herringthorpe), St Mary's (Maltby), Blessed Trinity, St Gerard's in the Rotherham Deanery and St Joseph's, Dinnington, in the Bassetlaw Deanery. Applications from Catholic and Non-Catholic children who have a Statement of Special Educational Needs/Education, Health and Care Plan (see note 1) will be admitted.

Where there are more applications for admission than the planned admission number stated, as agreed with the Local Authority, the Governing Body will apply the following criteria in strict order of priority:

1. Catholic 'Looked After Children' and 'Previously Looked After Children' (see notes 2 and 3)
2. Other 'Looked After Children' and 'Previously Looked After'
3. Catholic children who are attending a Catholic feeder Primary School (see note 4)  
(St Bede's Catholic Primary School – Rotherham; St Gerard's Catholic Primary School – Thrybergh; St Joseph's Catholic Primary School – Dinnington; St Mary's Catholic Primary School – Herringthorpe; St Mary's Catholic Primary School – Maltby)
4. Other Catholic children who have a sibling (see note 8) in school, at the time of enrolment
5. Other children who have a sibling in school, at the time of enrolment
6. Other children who attend a Catholic feeder Primary School (see list of schools at point 3 above)
7. Catechumens, members of the Orthodox Church, members of an Eastern Christian Church and other Christian children, resident (see note 10) within the Parishes detailed above (see notes 5,6,7)
8. Other Catholic children
9. Catechumens, members of the Orthodox Church, members of an Eastern Christian Church
10. Other Christian children
11. Other applications, who wish to be educated in a Christ-centred environment
12. Other children

Please refer to the 'Supplementary Information Form' which details the supporting documentation required with your application.

## Tie break

With the exception of categories 1-6 above, should the planned admission limit be reached mid category, priority will be given to those children who live nearest the school. The measurement (made by the Rotherham LA) is the shortest distance measured in a straight line from the applicant's home address to the school (for a full explanation of the method used to calculate distance please refer to the LA's Admission to Secondary School booklet). In circumstances where two or more children live the same distance from the school, the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

## Late Applications

Late applications received by the LA will be dealt with in accordance with the Authority's Co-ordinated Admission Scheme.

## Admission of children outside their normal age group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in

writing to: Local Authority Admissions Team, Children and Young People's Services, Riverside House, Main Street, Rotherham, S60 1AE at the same time as the Admission Application is made. The School's Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Principal, including the Principal's statutory responsibility for the internal organisation, management and control of the school, the Governing Body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### Waiting List

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission to Year 7 will operate until 31<sup>st</sup> December 2023.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications for the school should be made to: School Admissions Team, Children and Young People's Services, Riverside House, Main Street, Rotherham, S60 1AE.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and /or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### False Information

Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.

### Timetable

Closing date for receiving applications: **31<sup>st</sup> October 2022**

Offer day: **1<sup>st</sup> March 2023**

You will be advised of the outcome of your application on 1<sup>st</sup> March or the next working day, by the Local Authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an Independent Appeal Panel.

## Notes

### 1. Statement of Special Education Needs/Education, Health and Care Plan

A Statement of Special Education Needs is a statement made by the Local Authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.

### 2. Looked After Children and Previously Looked After Children

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

### 3. Catholic children

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child living with a family where at least one of the parents is Catholic (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

### 4. Attendance at a Feeder Primary School

For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.

### 5. Catechumen

'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

### 6. Eastern Christian Church

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

### 7. Other Christian Denominations

"Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

## **8. Sibling**

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

## **9. Parent**

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

## **10. Place of residence**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

A child's 'home address' refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

### **Oversubscription Criteria**

At any time where there are more applications for places than the number of places available, places will be offered according to the order of priority, please refer to the 'Criteria for Admission' above.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not available, parents have the right of appeal. Such appeals will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process can be obtained via the Local Authority Website, Admissions Appeal Booklet.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Appeal Clerk  
Legal & Democratic Services  
Town Hall, The Crofts  
Moorgate Street  
Rotherham  
S60 2TH

**Date of Implementation:** This policy was approved by the Full Governing Body in June 2021.

## Annex B (Appendix 1)

### REQUIREMENTS FOR THE ADMISSION OF PUPILS TO ST BERNARD'S CATHOLIC HIGH SCHOOL, A CATHOLIC VOLUNTARY ACADEMY

#### GENERAL

1. This Annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that, an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to "admission authorities" shall be deemed to be references to the Governing Body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex, the Academy Trust will take part in any mandatory Admissions Forum set up by the local authority ("LA") in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
4. Notwithstanding any provision in this Annex, the Secretary of State may:
  - (a) direct the Academy Trust to admit a named pupil to the Academy on application from an LA. This will include complying with a School Attendance Order<sup>1</sup>. Before doing so the Secretary of State will consult the Academy Trust.
  - (b) direct the Academy Trust to admit a named pupil to the Academy if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
  - (c) direct the Academy Trust to amend its admission arrangements where they fail to comply with the School Admissions Code or the Admission Appeals Code.

<sup>1</sup> Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy, but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.

- 4.1 St Bernard's Catholic High School is a Roman Catholic Academy in the diocese of Hallam.
5. The Academy Trust shall ensure that parents and 'relevant children<sup>2</sup>' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission

Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

#### Relevant Area

6. Subject to paragraph 7, the meaning of "Relevant Area" for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

7. If the Academy does not consider the relevant area determined by the local authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for the Academy, setting out the reasons for this view. The Secretary of State will consult the Academy and the LA in which the Academy is situated in reaching a decision.

### **Requirement to admit pupils**

8. The Academy will:
  - (a) subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Academy;
  - (b) adopt admission oversubscription criteria that give highest priority to looked after children, in accordance with the relevant provisions of the School Admissions Code.

<sup>2</sup> relevant children' means:

- (a) in the case of appeals for entry to a sixth form, the child, and;
- (b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

### **Oversubscription criteria, admission number, consultation, determination and objections**

9. The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group<sup>3</sup>. The Academy will consult on its admission arrangements and determine them in line with the requirements within the School Admissions Code.
10. The Academy Trust should make it clear, when determining the Academy's admission arrangements, that objections should be submitted to the Schools Adjudicator (OSA).
11. A determination of an objection by the OSA on behalf of the Secretary of State, or by the Secretary of State will be binding upon the Academy.

<sup>3</sup> 'Relevant age group' means 'normal point of admission to the school: for example, year R, Year 7 and Year 12.

# Section 6

## **MAKING AN APPLICATION FOR A SCHOOL PLACE**

This section of the booklet is about the procedure you must follow to apply for a school place.

**Before you submit your application, you are strongly advised to read this entire booklet and to have taken particular note of:**

### **Section 3 How the Arrangements Work**

This explains how, from the three preferences you express for a school, the Authority determines which school to offer you for your child.

### **Section 5 The Admissions Criteria – Is Your Child Eligible for a School Place?**

This explains how, when a school has more applications than places available, it is decided if a child is eligible for admission.

### **The National Closing Date – 31 October 2022**

Submit your application before this date.

### **Procedure for applying for a school place for Rotherham residents**

If you are resident in Rotherham and you wish to apply for a school place for your child, you **MUST** apply via Rotherham Authority. *However, if you are the carer of a looked after child, the application must be submitted by the social worker via the Local Authority responsible for the child's care.*

If you wish to apply for a place for your child at a school in another authority you should name this school as one of your three preferences on the Rotherham Common Application Form. However, you are advised to contact the relevant local authority for a copy of their Admission to Secondary School Booklet, as their Admission Criteria and admission arrangements may differ from Rotherham's. The addresses of neighbouring authorities and their telephone numbers are provided in Section 11.

### **Key points on submitting your application**

You can apply for a place at:

- A Catholic High School in Rotherham
- An Academy in Rotherham
- A school in any other Local Authority
- **Do not name the same school twice.** Doing so will not increase your chance of obtaining a place for your child at that school and you may also miss out on the opportunity of a place at a school which you could have requested as a second or third preference.
- Put the names of the schools in your order of preference – the school you most want your child to attend should go in box 1, your second preference school in box 2 and your third preference school in box 3.
- Complete all sections.
- Places will be allocated based on your residential address on **30 November 2022**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill).

## ONLINE APPLICATIONS

Rotherham Authority operates an online admissions service to enable parents to submit an application for their preferred school(s) via the Authority's website: [www.rotherham.gov.uk/education](http://www.rotherham.gov.uk/education).

**Advantages of applying online** - If you apply online you will receive an email notification straight away that your application has been submitted and you can also request that you receive your decision by email on the National Offer Day of 1 March 2023. If you change any information in your online application after you have submitted it, please remember to re-submit your application.

If you do not have internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the paper Common Application Form which you will need to request from the Admissions Team.

If you have any questions when completing your form, please click on the link for [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk) on the "How to Contact Us" page within the online service.

### What to do next if you are applying online

- Carefully read the information contained within this booklet.
- Check you have completed all sections on the online Application Form
- Press the submit button
- If you are applying for a Church School for your child you should complete a Supplementary Information Form. This should be forwarded along with any additional information requested in support of your application direct to the church school you are applying for.
- If you need to send any additional documentation (eg; proof of address or medical information) in support of your application you can either upload online as part of your application or post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk). Failure to return this information may affect the admission category your child is placed in.

## COMMON APPLICATION FORMS

If you are unable to apply online or would simply prefer to complete a Common Application Form, please email the Admissions Team and one will be sent out to you.

### What to do next if you are applying using the Common Application Form

- Carefully read the information contained within this booklet.
- Check you have completed all sections on the Common Application Form.
- Return your completed form to the Admissions Team attaching any supporting documentation (eg; proof of address or medical information) to the Admissions Team
- If you are applying for a Church School for your child you should complete a Supplementary Information Form. Any additional information requested in support of your application should be returned direct to the church school you are applying for. Failure to return this information may affect the admission category your child is placed in.
- You should complete and return the Common Application Form by the closing date.

## What to do if you change your mind about the preference(s) you have made

What to do depends on when you change your mind.

### **If you change your mind before the 30 November 2022**

- 1 If you have completed an online application you can make changes by logging back into your account (please remember to re-submit your application after making any changes).

After the online service has closed all changes must be made using a Common Application Form which can be obtained by telephoning (01709) 823777.

- 2 Complete your new Common Application Form and return it to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham, S60 1AE.
- 3 Attach a letter explaining that this is your second form to replace the original. Please name your original preferences in your letter. The Admissions Officer will then withdraw your original Common Application Form.

**PLEASE NOTE:** By submitting a second Common Application Form a parent is notifying the Authority to disregard your original Common Application Form. Please be aware that the Authority will only process one Common Application Form per child at any given time.

### **If you change your mind after 30 November 2022**

If you change your preference after 30 November 2022, this will be dealt with as a late application **after** 1 March 2023. Your original application form will still be considered, and a letter will be issued based on this application on 1 March 2023. Consideration will then be given to your second Common Application Form.

If you wish to proceed and change your mind about the preferences you have made, please contact the Admissions Team on (01709) 823777.

You should be aware that, if it is possible to offer a place at your new preferred school, the offer of the school place made to you on 1 March 2023 will be withdrawn and may be re-allocated to another child.

### **If you change your mind after 1 March 2023**

You are advised to contact the Admissions Team by email on [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

### **Parents resident outside Rotherham but applying for a Rotherham School**

- Any application for a place in a school outside your own authority should be made to the local authority in which your child resides naming your preferred Rotherham school(s).
- Follow the procedures for submitting the Common Application Form to your local authority. **Do not** apply direct to Rotherham.
- Your Local Authority will liaise with Rotherham with regard to the availability of a place at your preferred school(s).
- On **1 March 2023** your Local Authority will write to you with a single offer of a school place for your child. This may be for a school in Rotherham if it is possible to offer a place at your preferred school.

### REPEAT APPLICATIONS

It should be noted that it is the Authority's policy that repeat applications made for entry to the same year group at the same school will not be considered unless there has been a **significant and material change of circumstances** not previously considered which is relevant to the application for admission.

## **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The information you supply will be used to consider your request for your child to be admitted to a school. This information is recorded on a secure computer system; any paper documentation may be scanned and saved electronically for future reference. Paper records are stored securely as confidential information and will be destroyed within agreed timescales.

Where necessary and as appropriate, information will be shared with other service areas within Rotherham Council or with external agencies that are involved in the health and welfare of children in line with information sharing agreements. If you have named a school in another Authority, a copy of the form will be forwarded by secure electronic means to that particular Authority for consideration.

If you have any questions, please contact the Admissions Team on 01709 823777 or email [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk).

**Please note that completion and submission of Common Application Form does not guarantee a place in any of your preferred schools.**

# Section 7

## HOW ARE APPLICATIONS PROCESSED?

This section explains what will happen to your application after it is received by the Admissions Team. All Admission Authorities will be operating an 'equal preference' system in relation to all preference(s). For further details see Section 3 or if you require further advice please contact the Admissions Team.

**Stage 1 – is your child eligible for admission to the school?**

**Stage 2 – at which school will an offer of a place be made?**

### STAGE 1

It will be for the relevant Admission Authority to determine whether your child is eligible for admission and therefore whether a potential offer of a school place could be made.

a) **Procedure for Common Application Forms where only preferences for Rotherham Schools have been expressed.**

The Admissions Team will count the number of applications for each school received by the closing date.

- If the number of applications is below the admission number the child is eligible for admission to the school.
- If the number of applications is above the admission number then places will be allocated in accordance with the admission criteria in Section 5.
- Copies of all the Common Application Forms including a preference(s) for St. Bernard's Catholic High School, Saint Pius X Catholic High School, Brinsworth Academy and Dinnington High School will have been forwarded to the Governing Body or Academy Trustees of each school as these are the admission authorities for their schools.
- The Governing Body will put the applications in order of priority. To do this they will use their admission criteria and the Supplementary Information Form. They will send the Admissions Team a list of all the names of children with applications for the school. This list will have the names in priority order of eligibility for admission.

b) **Schools outside of Rotherham Authority**

- If you have named a secondary school in another Authority your application will be forwarded to the relevant Admission Authority for consideration under their criteria for admission. Please note each Authority's admissions arrangements may differ from Rotherham's.
- The Admissions Officers in the other Admissions Authority will inform the Rotherham Admissions Team of the outcomes of all applications made by Rotherham residents for their school(s).

### STAGE 2

For each of the three schools on the Common Application Form, the appropriate Admission Authority will know whether your child is eligible for admission to each school. If your child is eligible for admission there is a potential offer.

The single offer of a school place will be for the highest named school on the application form for which your child has a potential offer.

Please refer to the table in Section 3 illustrating the 8 possible outcomes for your three preferences.

On the **1 March 2023** the Admissions Team in Rotherham will send an email or letter to all parents of children resident in Rotherham, making the single offer of a school place.

### **What to do when you receive your offer letter**

- If you are happy with the offer of a school place in Rotherham you do not have to do anything. Staff at the school will contact you in due course. However, if the school offered is in a neighbouring Authority, your letter may request that you confirm in writing whether or not you wish to accept the offer of a place.
- If you do not accept the offer of a school place you must write and tell the appropriate Admission Authority as soon as possible as there may be a waiting list for the school. A place cannot be withdrawn unless you have an alternative offer elsewhere.
- If you are unhappy with the school place offered and wish to appeal for a place at your preferred school(s), please refer to Section 10.

### **What happens if your child is not eligible for admission to any of the three schools you have listed on the Common Application Form?**

#### **Children living in Rotherham**

Where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with places available.

For an explanation of how the nearest school is decided, please refer to Section 5. You do of course have the right of appeal to an independent appeals panel for all of the schools at which your child has been refused a place due to oversubscription.

#### **Children living in another Authority**

Please contact the Admissions Team in your home Authority for advice.

### **LATE APPLICATIONS RECEIVED AFTER NATIONAL CLOSING DATE**

#### **Rotherham Schools**

- Late applications received by the Authority up to and including 30 November 2022 will be included in the offer of a secondary school place made on the national offer day as per the pre-existing agreement between Rotherham, Sheffield and Barnsley Authorities.
- You will not be offered a school place for your child on 1 March 2023 if the Admissions Team has not received an application from you by the closing date.
- If you have made a late application after 30 November 2022 and up to and including 1 March 2023 you will receive a letter notifying you whether your child is eligible for a place at one of your preferred schools, after 2 April 2023.
- If you submit a late application after 1 March 2023 and up to and including 30 May 2023 you will be notified as soon as possible after 2 April 2023 whether your child is eligible for a place at one of your preferred schools.

- In the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child will be allocated a place at your catchment area school (if places are available) or the next nearest school in Rotherham with available places.
- If a Common Application Form is not received from you by 1 May 2023 and your child is a Rotherham resident a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with available places.

### **Schools not in Rotherham**

Common Application Forms which are received after 31<sup>st</sup> October 2022 and name a school in a different Authority will be forwarded to the relevant Authority. You are advised to contact that Admission Authority for details of how it deals with applications received after this date.

You should read the information in the relevant Authority's Admission Booklet regarding late applications and contact Admissions Officers at that Authority if you require further advice.

### **WHAT HAPPENS IF YOUR CHILD IS NOT ELIGIBLE FOR A PLACE AT ONE OF YOUR PREFERRED SCHOOLS?**

- If you have not been offered a place at any school which you named as a higher preference on your common application form than the school you have been offered, then your child's name will automatically be placed on the waiting list for the school(s) concerned.
- For children living in Rotherham where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with places available. This offer cannot be withdrawn unless you are made an alternative offer elsewhere.
- For an explanation of waiting lists see Section 8.
- For any preference expressed by you where the Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

### **NOTICE OF APPEAL**

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see Section 10.

# Section 8

## WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

### Rotherham Schools

On the National Offer Day of 1 March 2023, the Admissions Team will establish a waiting list for Secondary Schools in Rotherham, where the number of applications for those schools has exceeded the available places in Year 7.

Your child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is ranked higher than the school at which an offer has been made. For more information on when your child's name will be placed on the waiting list for your preferred school, please refer to Table A.

**TABLE A**

Date application received by Admission Officers	Parent(s)/carer(s) notified of the decision	Date on which your child's name will be placed on the waiting list for your preferred school(s)
Applications received by <b>30 November 2022</b>	<b>1 March 2023</b> - decision letters or emails sent to parents advising them of the outcome of their application.	<b>1 March 2023</b> - waiting lists established for each oversubscribed school. These will automatically include the names of children who have not been made an offer of a place at a school named as a higher preference on the application form than the school which has been offered.
Applications received from <b>1 December 2022</b> to <b>1 March 2023</b> inclusive.	<b>1 April 2023</b> - decision letters sent to parents advising them of the outcome of their application.	<b>1 April 2023</b> - waiting lists are updated to include the names of children whose application was received between the dates shown and for whom an offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from <b>2 March 2023</b> to <b>2 April 2023</b> inclusive.	From <b>2 April 2023</b> - letters will be posted to parents advising them of the outcome of their application.	<b>2 April 2023</b> - waiting lists will be updated to include the names of children whose application was received between the dates shown and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from <b>3 April 2023</b> to <b>31st December 2023</b> inclusive.	Letters will be posted to parents following receipt of their application advising them of the outcome of their preference.	The names of children whose applications are received after <b>3 April 2023</b> , and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered, will be added to the waiting list as at the day the application form is received by the Admissions Officer.

All parents need to be aware that their child's name will not automatically be placed on the waiting list for a school which is named as a lower preference on their common application form than the school for which they have received an offer of a place.

Upon receipt of your offer if you wish for your child's name to be placed on the waiting list for a school named as a lower preference on your original application form than the school at which an offer has been made, you should submit this request in writing either by letter, by completion of a new common application form, or by email to [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk).

This written request will be considered as a late application based on the date of receipt of your written request and if this school is oversubscribed your child's name will be placed on the waiting list for your preferred school in accordance with Table A.

**TABLE B**

Preferred schools in rank order of the Common Application Form			
1 <sup>st</sup>	School A	W	Child is not automatically eligible for admission and therefore the child's name is automatically put on the waiting list because it is named as a higher preference than School B where the offer of a place has been made.
2 <sup>nd</sup>	School B	P	Preference can be met, and offer is made
3 <sup>rd</sup>	School C		Child is not eligible for admission however the child's name is not automatically put on the waiting list because it is named as a lower preference than School B where the offer of a place has been made.

**TABLE C**

The waiting lists for schools will be determined in accordance with each Admission Authority's admission criteria. The table below shows for all possible outcomes of expressing three preferences, which schools waiting lists a child's name will automatically be placed on.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 <sup>st</sup>	School A	P	W	W	P	P	P	W	W
2 <sup>nd</sup>	School B	P	P	W	P			P	W
3 <sup>rd</sup>	School C	P	P	P		P			W

KEY – Tables B and C above

- P Place available – your child is eligible for admission which creates a potential offer
- W School oversubscribed – your child is not eligible for admission as determined by the admission criteria and their name will automatically be put on the waiting list.
- School oversubscribed – child is not eligible for admission as determined by the admission criteria however their name will not be put on the waiting list because they have been allocated a place at a higher preference of school.

When a place does become available it will be allocated to the child whose name is at the top of the waiting list on the day that the LA receives written confirmation of the vacancy. Where a number of children fall under the same admissions criterion, priority will be given to those children who live nearest to the school measured by a straight line on a horizontal plane (commonly known “as the crow flies”).

If your child is offered a place at a school from the waiting list, and the school is named as a higher preference than the school where they were previously offered, the place at the school originally allocated will be withdrawn. If you wish to keep the place at the school first offered, you should advise an Admissions Officer **immediately** on receipt of the letter or email as this place may be given to another child.

If you change your address, please write to the LA providing some proof i.e. a council tax or utility bill. Your child's place on the waiting list will then be reviewed.

The waiting list will be established on the national offer day and will be maintained up to and including 31st December 2023.

### **Important points about waiting lists**

- A vacancy arises in Year 7, only when the number of offers to a particular school falls below the admission number, or in certain circumstances a higher number set by an independent appeals panel where it is determined that prejudice to efficient education would not occur.
- Waiting lists positions are subject to change. Parents need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later, unsuccessful applicant, who has a higher priority on the waiting list as determined by the admission criteria.
- Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list(s);
- For those parents who proceed to an independent appeal, no weight may be given to a child's position on the waiting list.
- Placing a child's name on a waiting list does not mean that a place will eventually become available.

### **Schools outside Rotherham**

If you have applied for a school(s) outside Rotherham the arrangements for the operation of waiting lists will be included in their Admission to Secondary School booklets. These arrangements may be different to those in Rotherham and therefore you may wish to contact the Admissions Officer in the relevant Authority for further information and advice. Contact telephone numbers for neighbouring relevant Authorities are given in Section 11.

# Section 9

## INFORMATION ON APPEALS

You have the right of appeal to an independent appeal panel if you have received **written confirmation** that it has not been possible to offer your child a place at one or more of the schools you have applied for.

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:

**Reason 1** the number of applications exceeded the admission number for the school. This means the number of applications received for this school was higher than the number of places available (admission number) in the relevant year group.

For secondary schools the relevant year group is Year 7.

The admission criteria were applied and your application for your child was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources.

Or

**Reason 2** you were offered a place for your child at another school under the co-ordinated scheme. This means you were not offered a place for your child at this school because you were offered a place at a school named as a higher preference on your common application form in accordance with the Authority's co-ordinated scheme for admission.

The table below shows the eight possible outcomes of expressing three preferences for schools and for which schools the parent can appeal.

**Please note:** If you intend to appeal for a place at a school named as a lower preference than the one for which you have received an offer for your child, check with the Admissions Team before you decide to submit an appeal because there could still be places available at that school. This means you could be offered a place for your child at the school and therefore would not have to submit an appeal.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 <sup>st</sup>	School A	P	A	A	P	P	P	A	A
2 <sup>nd</sup>	School B	PA	P	A	PA	A	A	P	A
3 <sup>rd</sup>	School C	PA	PA	P	A	PA	A	A	A

### Key

**P** This was the highest named preference with a potential offer therefore the parent was offered a place at this school for their child.

**A** Your child was not eligible for a place at this school.  
You have the right of appeal for a place at this school.

**PA** Your child was eligible for this school, but you were not offered a place for your child, because you were offered a place at a school named as a higher preference on your common application form. You have the right of appeal for a place at this school. However please check with the Admissions Team before submitting an appeal as a place may be available.

## Appeals Procedure

All independent appeals are organised by the Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeal Clerk, Appeal Panel and appeal process are independent of the Admission Authority.

The important requirements of any independent appeal are:

- a) appeals must be in writing stating the grounds on which the appeal is made;
- b) for all Rotherham schools, parents should lodge their appeal within 30 calendar days of the date of notification to parents that their application for a place at the school was unsuccessful. For schools outside Rotherham please contact the relevant Admission Authority for advice.
- c) every parent has the right to attend the independent appeal in order to make their case;
- d) the parent can be accompanied by a friend or be represented by them;
- e) independent appeals are heard in private;
- f) the decision of the Appeals Panel is binding on both parents and the Admission Authority;
- g) parents will receive written notification of the Appeal Panel decision.

## General Information on Appeals

A separate document containing details of the appeals procedure is available to parents whose applications could not be satisfied.

- 1 Any member of the Authority may attend, as an observer, any hearing by an Independent Appeals Panel established by the Authority's Democratic Services.
- 2 Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and following this will receive prior to the appeal written documentation summarising the reasons for refusing the admission.
- 3 If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.
- 4 In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.
5. If there are a large number of appeals for a particular school a Group Appeal Hearing may take place.

# Section 10

## USEFUL CONTACTS

**ADMISSIONS TEAM** Children and Young People's Services,  
Riverside House, Main Street, Rotherham S60 1AE  
Tel: 01709 823777  
Email: admissions.enquiries@rotherham.gov.uk

**APPEALS CLERK** Democratic Services,  
Town Hall, The Crofts,  
Moorgate Street,  
Rotherham S60 2TH  
**Tel:** (01709) 822722 or 822721  
**Email:** schoolappeals@rotherham.gov.uk

### Diocesan Addresses

**Catholic Diocese** Diocese of Hallam, Schools Department, Hallam Pastoral Centre,  
St Charles Street, Attercliffe, Sheffield S9 3WU  
Tel: 0114 2566440  
Email: schools@hallam-diocese.com

**Church of England Diocese** Diocese of Sheffield,  
Church House, 95/99 Effingham Street  
Rotherham S65 1BL  
Tel: 01709 309100 or 309123  
Email: reception@sheffield.anglican.org

### Neighbouring Authorities

**Barnsley** School Admissions Section,  
PO Box 634, Barnsley S70 9GG  
Tel: 01226 773689 or 773588  
Email: admissions@barnsley.gov.uk

**Doncaster** Admissions and Pupil Services,  
Civic Office, Waterdale, Doncaster DN1 3BU  
Tel: 01302 737204 or 737234  
Email: admissions@doncaster.gov.uk

**Sheffield** Secondary Admissions, Moorfoot, Sheffield S1 4PL  
Tel: 0114 2735790  
Email: ed-secondary.admissions@sheffield.gov.uk

**Derbyshire** Derbyshire County Council, Admission and Transport Team  
Council House, Saltergate, Chesterfield, S40 1LF  
Tel: 01629 537479  
Email: admissions.transport@derbyshire.gov.uk

**Nottinghamshire** Nottinghamshire County Council, North Base, Meadow House, Littleworth,  
Mansfield, Nottinghamshire NG18 2TA  
Tel: 0300 500 8080 Email: admissions.ed@nottscc.gov.uk

# Section 11

## ADDITIONAL INFORMATION ABOUT SECONDARY EDUCATION

### [Early Help and Family Engagement](#)

This service promotes good attendance at schools and helps children and parents who are experiencing problems that may be preventing regular attendance at school.

Tel: 01709 822593/822137

### [Charges and the Remission of Charges](#)

The prospectuses produced by individual schools contain a summary of the charging and a remission policy of the school's governing body in relation to charging for school activities. Full details of the governing body's policies are available at the school concerned.

### [Complaints](#)

Information on making a complaint can be obtained from the Complaints Manager or from the school concerned.

Email: [complaints@rotherham.gov.uk](mailto:complaints@rotherham.gov.uk)

### [Educational Psychologists](#)

Educational Psychologists visit all schools within Rotherham Local Authority on a regular basis and work together with teachers, parents and other agencies/professionals to support any child who may be experiencing difficulties with learning. To contact the service please get in touch with the Head Teacher of your child's school.

### [Employment of Children](#)

The employment of children is strictly controlled by legislation. For further information please call 01709 822335.

### [Exclusions](#)

Please contact 01709 334077 for advice and guidance on the exclusion process for parents and schools,

### [Families Information Service](#)

This service offers free information and advice on local childcare provision.

Tel: 0800 073 0230

### [Home to School Transport](#)

The Council's Home to School Transport Policy can be accessed at

[www.rotherham.gov.uk/homepage/74/school-transport-and-travel](http://www.rotherham.gov.uk/homepage/74/school-transport-and-travel)

The policy explains the criteria used in establishing a learner's eligibility for free transport assistance for those living in the Rotherham Authority. You can make an enquiry to see if your child is eligible for free transport assistance by using the links on the above webpage.

## [Rotherham SEND Information Advice and Support Service \(Formally Parent Partnership\)](#)

This service is available to offer impartial advice and information to parent(s)/carer(s) of children who have special educational needs. Please see [www.rotherhamsendiass.org.uk/](http://www.rotherhamsendiass.org.uk/)

### [Public Examinations](#)

Under the Authority's system of comprehensive education, children are entered for public examinations appropriate to their age, aptitude and ability.

Decisions on the particular examinations for which children are to be entered are a matter for the professional judgement of the Head Teacher and the teaching staff. Where entry is recommended by the Head Teacher entry costs will be paid by the school. The school may seek reimbursement from parents of children who fail, without good reason, to sit examinations for which they are entered.

### [School Dress Code](#)

Parents should contact individual schools for details of their dress code or refer to the school's prospectus. Please note that the Authority is no longer able to offer assistance towards school uniform.

### [Free School Meals](#)

For up-to-date information about claiming Free Schools Meals you can contact the Free Schools Meals Team in Riverside House, Main Street, Rotherham S60 1AE. Information and a claim form is on our website at [www.rotherham.gov.uk](http://www.rotherham.gov.uk)  
Tel: 01709 336065.

### [Special Educational Needs](#)

Most children can cope well in their secondary school, although some children will be given extra help by the Special Educational Needs Department at their school. Parents should always make the school aware of any concerns which they may have. For further details contact the Education, Health and Care Assessment Team - 01709 822660.

### [Staff Training Days \(Inset\)](#)

Schools are closed for a number of days to allow for staff training. These could be at any point during the school year including the first and last day of term. Each school will inform parents when the school is closed.

### [Vaccination \(Immunisation\)](#)

Vaccination (immunisation) is one of the most effective public health measures in the world, protecting vulnerable individuals against a wide range of infectious diseases.

One of the most important things you as a parent can do for your child is to make sure that he/she is up to date with all of their routine childhood immunisations. This is particularly important as they prepare for transition to secondary school, as they will be mixing with a wide variety of children which will increase their risk of exposure to a range of serious and potentially fatal infections and viruses – remember these infections and vaccine preventable diseases still exist and can infect an unprotected individual. Vaccination is the most effective way of keeping them protected against these infectious diseases, as once your child has been vaccinated against a disease, their body can fight that disease more effectively should they come into contact with it. Vaccinations are quick, safe and extremely effective, but if you have any concerns you should contact your Practice Nurse or 0-19 Nurse Practitioner (School Nurse) to discuss. All national immunisation schedule vaccinations are free of charge on the NHS.

By the time your child starts school they should have been vaccinated against: Tetanus; Diphtheria; Polio; Whooping Cough; Haemophilus Influenza (type b); Pneumococcal disease; Meningitis (Type C); Measles; Mumps and Rubella. If you feel that your child missed any of their primary or pre-school booster vaccinations then please check with your GP practice as they can be caught up easily. As we are seeing an increase in vaccine preventable disease outbreaks locally, nationally and globally, the only way you can fully protect your child is through vaccination, so please take the time to check if you are uncertain.

The following vaccines will be offered to your child while at secondary school via the school immunisation team. For further information regarding the vaccine please see the NHS choices page or alternatively the school can provide the contact details for the school immunisation team or you can speak to your own practice nurse at your GP practice. Prior to immunisations taking place you will be provided with a consent form which is to be returned to the school.

#### 12-13 Years

Human papillomavirus – HPV Vaccine is free from the NHS from the age of 12. This is 2 injections given 6-12 months apart and has newly been introduced to boys this academic year as well as girls.

#### 14 Years

3 in 1 Teenage Booster- 1 injection of 3 vaccines protecting against Diphtheria Tetanus and Polio  
Men ACWY Vaccine- 1 injection containing vaccines protecting against meningitis A, C W and Y

<https://www.nhs.uk/Conditions/vaccinations/>

If your child has a long term, serious or chronic medical conditions such as respiratory disease, heart disease, liver disease, diabetes or neurological disease for example, your child will be eligible for a free NHS flu vaccination please contact your GP practice for more information. As the flu vaccination changes every year to match the predicted and current circulating strains of the virus, it is imperative that to provide full protection that your child receives the flu vaccine every year if they are in a eligible group.

<https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>