



## **Policy for Admissions 2025/26**

### **Admission Policy for St Alban's C of E Primary School, Wickersley**

#### **Introduction**

St Alban's C of E Primary School is a Church of England Primary School in the Diocese of Sheffield. It is an academy within the Diocese Sheffield Academies Trust.

The school provides a distinctively Christian education for children aged **3** to **11** years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus, the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

St Alban's is a church school in which the Trust (DSAT) is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the academy trust, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

The admission number for 2025/26 is 30 and children will be admitted during the Autumn term prior to their 5<sup>th</sup> birthday.

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form.

#### **Making an Application**

1. Applications are made on the **Common Application Form**
2. To support your application to St Alban's C of E Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted along with the **Supplementary Information Form** (if applicable).



## Criteria for Admission

Where there are more applications for admission than the published admission number, the School Board/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in care / Looked after children and children who were previously in Care/ Looked after. (see definition 1)
2. Children who have a brother/sister (see definition 2) attending the school at the time of anticipated admission.
3. Children of staff (see definition 6)
4. Children whose parents/carers reside in the ecclesiastical parish of St Alban's Wickersley.
5. Children who regularly attend a Christian denomination participating in 'Churches Together in England' but reside outside the ecclesiastical parish of St Alban's Wickersley.
6. All other children.

## Definitions

### Definition 1 – Looked After Children

A 'relevant Looked After Child' is a child that is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

### Definition 2 – Brother/Sister

Brother or sister means sibling, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner, and in every case, the child should be living in the same family unit at the same address.

### Definition 3 – Parent/Carer

A parent/carers is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

### Definition 4 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least twice a month over the last 12 months (calendar year January – December in the year preceding entry in Reception).



For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form.

### **Definition 5 – Churches Together in England**

The Christian denominations participating in 'Churches Together in England' can be found on the CTE web site <https://cte.org.uk/> . Please refer to this website for an up-to-date list, found in their menu. This may be termed 'Member Church Directory' or 'List of Participating Churches.'

### **Definition 6- Children of staff at school**

Children of staff where the member of staff has been employed at the school for two years or more at the time at which the application for admission to the school is made and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

### **Place of residence**

The child's ordinary place of residence will normally be a residential property at which the parent or 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 normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

### **Tie-Breakers**

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians' residential address is the shortest distance from the school front entrance (Morthen Road).

### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority scheme.

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number (30).
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the DSAT's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.



### **False Information**

1. Where the school has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. 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.

### **Applications outside the normal admissions round**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

### **Appeals against the schools decision to refuse admission**

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the schools decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

Details of name/address to which appeals should be submitted:

**The Appeal Clerk  
Legal and Democratic Services Town Hall  
The Crofts  
Moorgate Street  
Rotherham  
S60 2TH**