

# Admission Arrangements Policy

Academic Year 2026/27

**This policy applies to Wingfield Academy**



## **CONTENTS**

<b>Paragraph Number</b>	<b>Heading</b>	<b>Page Number</b>
1.0	Introduction	3
2.0	Admission Arrangements	3
3.0	Admissions Criteria	4
4.0	Notes	6
5.0	Waiting Lists	7
6.0	In-Year Admissions – Transferring School During the School Year	7
7.0	Admissions outside of normal age group	8
8.0	Information on Appeals	9
9.0	General Information on Appeals	10
Appendix 1	Catchment area: List of streets	11
Appendix 2	Useful Contacts	12

## **1.0 Introduction**

Wingfield Academy is a 11-16 mixed comprehensive school in the Borough of Rotherham. As part of a Multi Academy Trust, we are our own Admissions Authority.

### **The Trustees and Local Advisory Body will ensure that:**

- The admission arrangements are reviewed annually and consultation takes place on changes with all other admission authorities and the Local Authority (LA).
- The admission arrangements are made available to parents and potential parents.
- Students are admitted in accordance with this policy.
- Where places are available, students are admitted in accordance with the agreed priorities.
- The number of students on roll and reasons for unsuccessful appeals will be reported to the Board of Directors and Local Governing Body each term with advice on any implications.

The Trust will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice), including Section 149 Equalities Act, as they apply at any given time to Foundation Trust Schools and with the law on admissions as it applies to Foundation Trust Schools.

The Trust participates in the coordinated admission arrangements operated by Rotherham Local Authority (LA). The Local Authority Admission to Secondary School 2026 booklet contains information on all Rotherham schools and is a guide for parents/carers to the admissions process.

Parents/carers are strongly advised to read the booklet and familiarise themselves with the process and the admission criteria given below prior to submitting their application. The Admission to Secondary School 2026 booklet is available to view online via:

<https://www.rotherham.gov.uk/school-admissions>

Applications must be made using the Common Application Form (CAF) which will be made available by the Local Authority. Applications must be made direct to the Local Authority by the deadlines specified by them. All places will be offered by the Local Authority on behalf of the Trustees and Local Advisory Board. For Admission to Secondary School in 2026, the Government has deemed that the National Closing Date for receipt of applications will be **31<sup>st</sup> October 2025**.

Allocations will be notified by the Local Authority in accordance with their procedures. More information and detail can be found from Rotherham Borough County. Use the contact link on the [www.rotherham.gov.uk](http://www.rotherham.gov.uk) website.

## **2.0 Admission Arrangements**

Wingfield Academy as a member of New Collaborative Learning Trust has agreed a published admission number (PAN) for entry to Year 7 for the 2026/2027 Academic year of 200. Students will not ordinarily be admitted above the PAN.

Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on 31st October 2025,

live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”). Distance measurements are calculated (by the Local Authority 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 tie breaker, and there are insufficient places within the admission number 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.

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.

Places will be allocated in accordance with the LA’s co-ordinated admissions schemes for Secondary schools. In assessing preferences, the LA will operate an ‘equal preference’ system, 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. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

Information on the catchment area for the school can be found at Appendix 1. The area / list of addresses is held by RMBC School Organisation Team on (01709) 254831 and on the Local Authority website at:

### [Finding and choosing a school – Rotherham Metropolitan Borough Council](#)

You can use the catchment map to find your catchment area school.

- Visit [RMBC mapping](#)
- Close the disclaimer
- Type your postcode in the address search bar
- Select a property from the list (if yours is not shown press MORE)
- Click or tap on the property to select it
- The property will be shown on the map
- Select **What would you like to do?** In the top left corner
- Select **Map features**
- Select **Education**
- Tick the Primary & Secondary catchment boxes as required
- Click or tap the map and catchment area school/s will appear in a pop-up box

## **3.0 Admissions Criteria**

### **a) Children with an Educational Health Care Plan (EHCP):**

A small number of children will have an Education Health Care Plan that names the school and these children must be admitted to the school if named as part of that

process.

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

**b) For all other applications places will be allocated in the following order of priority:**

- 1 Looked After Children, previously Looked After Children, and Children adopted from state care outside of England (see note (4.00 a) below).
- 2 Children who, on 31<sup>st</sup> October 2025, have a specific medical reason, confirmed by a medical practitioner, which the Admissions Authority is satisfied makes attendance at **this particular school** essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 31<sup>st</sup> October 2025 have a compelling social reason which the Admissions Authority is satisfied make attendance at **this 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 this 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 exceptional medical or social grounds*

- 4 Children who, on 31<sup>st</sup> October 2025, live in the catchment area of the school as defined by the Admissions Authority and it is expected will have an older sibling on the roll of this school in Years 8-11 at the start of the academic year 2026 (see notes (4.00 b), (4.00 c) and (4.00 d) below)
- 5 Children who, on 31<sup>st</sup> October 2025, live in the catchment area of this school as defined by the Admissions Authority (see note (4.00 b and d) below)
- 6 Children who, on 31<sup>st</sup> October 2025, it is expected will have an older sibling on the roll of this school in Years 8-11 at the start of the academic year 2026 (see notes (4.00 c) below)
- 7 Children who, on 31<sup>st</sup> October 2025, are on the roll of one of our associated primary/ junior/junior and infant schools as identified by the Admissions Authority. (see note (4.00 e) below)
- 8 Children of staff at the school meeting the following criteria:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

- 9 Children who, on 31<sup>st</sup> October 2025, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”)

#### 4.0 Notes

- a) A ‘relevant looked after child’ is a child that is looked after by a local authority in accordance with Section 22 of the Children 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.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Children adopted from state care outside of England:** The child must appear to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society).

- b) Places will be allocated based on your residential address on **31st October 2025**. Therefore, you must notify the Local Authority 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 Admissions Authority reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence.
- 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)
- sibling (sharing same parent) to be permanently resident at the same address.
  - step-sibling to be permanently resident at the same address.
  - half- sibling to be permanently resident at the same address.
  - sibling 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 sibling permanently resident at the same address
  - foster sibling resident at the same address
- d) **Catchment Area Schools for Wingfield Academy are:**  
Greasbrough, Redscope, Rockingham, Roughwood

- e) **Associated Primary Schools for Wingfield Academy are:**  
Thorpe Hesley
- f) **Applications from families of Service and Crown personnel**  
Parents / carers must provide sufficient evidence to support the application and;  
Must use the address at which the child will live when applying criteria as long as  
parents have provided evidence of intended address

## **5.0 Waiting Lists**

On the National Offer Day of 1 March 2026, 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.

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until the 31 December 2026 when it will cease.

The 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 named as a higher preference than the school at which an offer has been made.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

## **6.0 In-Year Admissions – Transferring School During the School Year**

Current Admission Number for entry for Y7;

- Y7:200

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers for most of the schools in Rotherham. Further information and the relevant application form is available on the Authority website:

[Transferring School during the school year – Rotherham Metropolitan Borough Council.](#)

[Application form](#)

A paper copy of the application form can be requested from the Admissions Team:

Telephone 01709 823777

or

E-mail [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

If you are moving homes, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant Admissions Authority.

- Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.
- Applications received during a weekend or bank holiday or during school holidays will be forwarded to the preferred schools on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open. Schools are required to respond to in-year transfer requests within a **maximum of 15 school days** from receipt of the application therefore, although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 15-school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on 1<sup>st</sup> May.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Trustees/ Advisory Body (as the Admissions Authority) by the Local Authority Admissions Team.

It should be noted that it is the Local 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 which is relevant to the application for admission.

## **7.0 Admissions outside of normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Admissions for children outside of the normal age group will follow the process of:

- Parents will contact the preferred school via email or letter to organise a meeting with the Headteacher



- Parents will be invited to present their reasons for seeking a place outside of the normal age group
- The headteacher will decide as to whether the child's application will be considered as per the normal admissions process
- An email will be forwarded to parents/carers and the local authority outlining the decision and reasons for the decision

Decisions to admit a child outside of their normal age group will be made on the basis of:

- Parent's views;
- Information about the child's academic, social, and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born

Where Wingfield Academy agrees to a parent's request for their child to be admitted out of their normal age group, the child will be admitted to the relevant age group (i.e. the age group to which pupils are normally admitted to the school). The local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

## **8.0 Information on Appeals**

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will usually be sent on behalf of the Board of Directors (as the Admissions Authority) by the Local Authority Admissions Team.

All parents/carers 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 the schools you have applied for.

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

Important requirements to note are:

- Appeals must be in writing stating the grounds on which the appeal is made;
- every parent has the right to attend the independent appeal in order to make their case;
- the parent can be accompanied by a friend or be represented by them;
- independent appeals are heard in private;
- the decision of the Appeals Panel is binding on both parents and the Admissions Authority;

- parents will receive written notification of the Appeals Panel decision.
- Dates – (parents will be advised at the earliest opportunity of appeal dates by the Clerk)

## **9.0 General Information on Appeals**

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

Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority.

Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

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.

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.

Further information is available on the Local Authority website:

<https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals>.

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

## **Appendix 1 – Catchment Area: List of streets**

Information on the catchment area for the school can be found at Appendix 1. The area / list of addresses is held by RMBC School Organisation Team on (01709) 254831 and on the Local Authority website at: [Finding and choosing a school – Rotherham Metropolitan Borough Council](#)

Abbingdon Gardens	Dam Head	Lowfield Avenue
Abdy Road	Dawson Croft	Loy Close
Acorn Croft	Derwent Road	Main Street (Greasbrough)
Ashleigh Crescent	Domino Court	Maycock Avenue
Ashleigh Gardens	Duke Crescent	Mangham Road
Ash View	Eilam Close	Mangham Way
Ashworth Drive	Eilam Road	Mill Street
Bank Close	Elliott Drive	Milton Close
Barber Balk Close	Elm Grove	Monks Close
Barber Balk Road	Eskdale Road	Morley Road
Barbot Hall, Farm & Cottage	Fenton Street	Munsbrough Lane
Barbot Hall Drive	Fenton Way	Munsbrough Rise
Barbot Hill Road	Firth Street	Munsdale
Barkers Croft	Fitzwilliam Square	Nearcroft Road
Bassingthorpe Cottage	Fitzwilliam Walk	Neville Road
Bassingthorpe Lane	Fox Close	New Street
Baulk Farm Close	Gin House Lane	Nidderdale Road
Beauchamp Road	Gloucester Road	Oaks Lane
Beckett Crescent	Goodwin Road	Oak Lea
Beevers Road	Goodwin Way	Oaks Lane <b>All odds</b>
Bents Road	Grange Drive	<b>2-28, 40,</b>
Billam Place	Grayson Road	<b>72-138 even</b>
Binders Road	Greasbrough Lane	Ochre Dike Walk
Birks Road	Greasbrough Road (G'bro	Old School Close
Booth Street	end only)	Orchard Flatts Crescent
Bower Close	Great Park Road	Ox Close Avenue
Bradgate House Close	Greenside	Oxford Close
Bray Walk	Green Street	Park View
Brookside Court	Gin House Lane	Pepper Close
Briery Walk	Habershon Road	Plowmans Way
Broom Riddings	Hampstead Green	Potter Hill
Burgen Road	Harold Croft	Providence Street
Byrley Road	Hayfield Walk	Quarry Lane
Calder Road	Highfield Road	Quintec Court
Campbell Street	Hillside Court	Raybould Road
Carr Hill	Hudson Road	Redscope Crescent
Celtic Court	Hungerhill Close	Redscope Road
Chambers Road	Hungerhill Road	Remount Cottages, Town
Chapel Close	Hutton Road	Lane
Chapel Street	Jewitt Road	Remount Road
Church Street	Kent Road	Remount Way
Cinder Bridge Road	Keppels View	Rhodes Avenue
Cinderhill Road	Kiln Road	Rig Close
Clifford Road	Kimberworth Park Road	Robinets Road
Clover Green		Rockingham Way
Coach Road	Lakeside View	Rossiter Road
Coppice Gardens	Langdon Road	Roughwood Green
Crane Road	Langdon Walk	Roughwood Road
	Lapwater Road	Roughwood Way
Croft Street	Lapwater Walk	Ryevew Gardens
Cross Street (Greasbrough)	Leybourne Road	St. Mary's View
Cross South Street	Library Close	Sandbergh Road
Crumwell Road	Lovetot Road	Scrooby Drive

This list is administered by RMBC, as stated above.

## **Appendix 2**

### **USEFUL CONTACTS**

#### **ADMISSIONS TEAM**

Children and Young People's Services

Riverside House

Main Street

Rotherham

S65 1AE

Contact an Admissions Officer on (01709) 823777

or email: [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

#### **APPEALS CLERK**

Legal and Democratic Services,

Town Hall, The Crofts,

Moorgate Street,

Rotherham

S60 2TH

Tel: (01709) 822054

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

### Policy Status

<b>Policy Lead (Title)</b>	WFA Headteacher	<b>Review Period</b>	Annually
<b>Reviewed By</b>	Trust Executive Team/ Board of Directors	<b>Equality Impact Assessment Completed (Y/N)</b>	N

### POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	Plan for Communicating Amendments
Academic Year 2021/22	TET 08/07/2021 BoD 12/10/2021			WFA Staff and prospective students and parents	Uploaded onto NCLT website
Academic Year 2022/23	TET 19/07/2022 (via email) BoD 20/07/2022			WFA Staff and prospective students and parents	Uploaded onto NCLT website
Academic Year 2023/24	TET 05/01/2023 BoD 06/02/2023			WFA Staff and prospective students and parents	Uploaded onto NCLT website
Academic Year 2024/25	TET 05/01/2023 BoD 28/03/2023	Pg 5 Paragraph 8	Insertion of bullet point 8.	WFA Staff and prospective students and parents	Uploaded onto NCLT website
Academic Year 2025/26	BoD 09/02/2024			WFA Staff and prospective students and parents	Uploaded onto NCLT website
Academic Year 2026/27	TET 18/12/24  BOD - 03/02/25	Throughout  Appendix 1	Change to reflect new dates for 26-27 Entry year  Added streets included int eh catchment as Appendix	WFA Staff and prospective students and parents	Uploaded onto NCLT website