



The Birley Academy  
A L.E.A.D. Academy

# ADMISSIONS POLICY

## Policy/Procedure management log

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**The Birley Academy follows the Sheffield Local Authority admissions processes.**

### 1. Aims

This policy aims to:

- Explain how to apply for a place at The Birley Academy
- Set out the academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by Sheffield local authority. You can use this form to express your preference for 3 schools/academies, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the academy. A separate application must be made for a place in reception.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' 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 prematurely

The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The academy has an agreed admission number of 225 pupils for entry in each year.

### 6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the academy will be admitted before any other places are allocated.

If the academy is not oversubscribed, all applicants will be offered a place.

In the event that the academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order listed, until all places are filled.

**Looked-after children** are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

### **Catchment Area with Sibling**

Children who live in the catchment area at the latest date for receiving applications and who will have a sibling attending the preferred school in September 2025 will be prioritised above other catchment applicants.

### **Catchment Area**

Children living in the catchment area for the preferred school that will not have a sibling attending, will be considered next. The Authority does prioritise catchment area residents, however places are not guaranteed.

### **Brothers or sisters (siblings)**

Children who will have an older brother or 2 sister (sibling) at the preferred school on the date of admission, will be offered a place if any places remain after all above categories have been allocated.

Where places are obtained under this category, parents and carers must note that, places cannot be guaranteed in future years for younger children.

### **Designated feeder school**

If your child attends a primary school which is officially designated as a feeder to a secondary school, but you live outside the catchment area, you will be offered a place after all above categories have been allocated.

### **TIE BREAKER**

Where exceptional medical, social or special educational needs are demonstrated/supported by professional evidence, an application may be prioritised by the Admissions Committee (AC) but only within the admission category.

Please note this list of circumstances is not exhaustive and is provided simply as an example of reasons for which the AC may prioritise a case. It is your responsibility to provide supporting evidence to demonstrate your exceptional reasons. For example, if you or your child has medical reasons for applying for a school, you must provide evidence from a relevant medical professional with your application. If you apply on line or over the telephone you can send any additional evidence by post

If there are no exceptional circumstances, all applications will be prioritized first by the admission category and then by distance from the home address to a designated point at the school building. This is a straight-line measurement.

### **Twins and multiple births**

In circumstances where there is one place remaining and the next eligible children are twins or multiple birth, the Local Authority may make an exception and allocate above the admission number. 2 The Authority cannot guarantee that other siblings of multiple birth families will automatically follow if one is offered a place through normal arrangements.

Children living equi-distance from the school

In circumstances where two or more children live at addresses that are equidistant from the school the place will be allocated through the process of Random Allocation. Please contact the Admission Team (Tel: 273 5790) if you have any queries about how you fit into the above categories.

### **6.3 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for when reasonable grounds are clearly evidenced through local authority admissions processes.

Where an in-year application is received for a year group that is not the normal point of entry and our academy does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In this case, we will use the Fair Access Protocol to refer the child to the Fair Access team. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the academy.

### **6.6 Fair Access Protocol**

We participate in Sheffield's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **7. In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

*Applications for in-year admissions need to be undertaken through completing a transfer form available from your current school.*

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## **8. Appeals**

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. To appeal you must complete an appeal form which must be obtained by downloading a form from:

Sheffield City Council's website; [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

Tel: 0114 273 5790

email to [schoolappeals@sheffield.gov.uk](mailto:schoolappeals@sheffield.gov.uk)

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the Academy Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.

