



Admissions Arrangements 2025-26

Version 1

**This policy applies only to
New Collaborative Learning Trust's Primary Schools.**



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Closing Date for Receipt of applications for the forthcoming school year

For admission to primary school in 2025, the Government has deemed that the National Closing Date for receipt of applications will be **15th January 2025**.

Parents/carers **must** submit their primary school application by this date to be considered in the first round of offers made on the National Offer Day.

1.0 Purpose of the Policy

1.1. This Admission Arrangements document provides details in relation to the three primary schools in New Collaborative Learning Trust (NCLT). The Admissions Authority for the three schools is New Collaborative Learning Trust (NCLT).

1.2. The primary schools to which this document applies are:-

- Anston Greenlands Primary School
- Redscope Primary School
- Thorpe Hesley Primary School

1.3. Each school follows the arrangements set out in this document.

2.0 How to Apply for a Primary School Place

2.1 Parents of children resident in Rotherham must apply via Rotherham Authority. However, for a looked after child, the application must be submitted by the social worker via the Local Authority responsible for the child's care rather than the foster carer.

2.2 Rotherham Authority operates an online admissions service to enable parents to submit an application for their preferred school(s) via the Authority's website where you will find a link to the school admissions online service (Capita Citizen Portal):

<https://www.rotherham.gov.uk/education-learning/starting-primary-school>

2.3 Parents who are unable to apply online or would simply prefer to complete a paper application form can contact the Rotherham Metropolitan Borough Council Admissions Team ("RMBC Admissions Team") to request a paper copy.

Telephone: 01709 823777

Email: admissions.enquiries@rotherham.gov.uk

2.4 The Published Admission Number (PAN) for entry to *Reception Year* for the schools are:-

- Anston Greenlands Primary School: 30
- Thorpe Hesley Primary School: 70
- Redscope Primary School: 60

3.0 Admissions Criteria

3.1 **Children with Special Educational Needs**

A small number of children have an Education Health and Care Plan that names this 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 admissions criteria.

3.2 For children that do not have an Education Health and Care Plan, applications places will be allocated in the following order of priority:

- 1 Relevant Looked After Children and previously looked after children (see note (a) below).
- 2 Children who, on 15th January 2025, have a specific medical reason, confirmed by a medical practitioner, which the Admissions Authority are satisfied makes attendance **at this school** essential. **Parents** should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 15th January 2025, have a compelling social reason which the Admissions Authority are satisfied makes attendance **at this school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child'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 exceptional medical or social grounds
- 4 Children who, on 15th January 2025, live in the catchment area of this school as defined by the Admission Authority and it is expected will have an older brother or sister on the roll of this school in Years 1-6 at the start of the academic year 2025 (see notes (b) and (c) below)
- 5 Children who, on 15th January 2025, live in the catchment area of the school as defined by the Admission Authority (see note (b) below)
- 6 Children who, on 15th January 2025, it is expected will have an older brother or sister on the roll of the preferred school in Years 1-6 at the start of the academic year 2025 (see note (c) below)
- 7 Children who, on 15th January 2025, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

3.3 The following **notes** apply to the allocation of places:

- a) **'Relevant looked after child'** - 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.

- b) **Live/Living** - Places will be allocated based on your residential address on **15 January 2025**. Therefore, you must notify RMBC 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 and Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.
- c) **Sibling(s)** - For a child to be considered a sibling, one of the following conditions must exist:-
- 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

You may be asked to provide proof e.g., Birth Certificate and Proof of residence

- d) **Children of UK service personnel (UK Armed Forces)** – For families of service personnel with a confirmed posting to the 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.
- e) **Over-subscription** - In the event of oversubscription within any criterion preference will be given to children who live nearest to the school as the crow flies. Distance measurements are calculated (by RMBC Admissions Team) using GIS 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. In the event of two distances being equal, lots will be drawn by a representative independent of the admission authority.

- f) **Multiple births** - 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.
- g) **Ranking Preference** - Places will be allocated in accordance with the LA's co-ordinated admissions schemes for Primary 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.
- h) **Education and Health Care Plan** - Children issued with an Education and Health Care Plan will gain a place at the school named in the plan as part of that process.
- i) **Information on the catchment area** - Information on the catchment area for the school can be obtained by contacting the School Organisation Team on (01709) 254831 or on the Local Authority website at: [Finding and choosing a school – Rotherham Metropolitan Borough Council](#)
Catchment area list of streets for each school are provided in **Appendix A: Street List for each School**
- j) **Places outside of a child's normal age group** - Families may seek a place for their child outside of his/her normal age group under various circumstances such as ill health, if the child is gifted and talented or when the child has experienced problems.

4.0 Waiting Lists

- 4.1 On the National Offer Day of 16th April 2025, the RMBC Admissions Team will establish a waiting list for Primary schools in Rotherham where the number of applications for those schools has exceeded the available places for entry into Reception.
- 4.2 RMBC Admissions Team will administer the waiting list on behalf of this school which will operate until the 31 December 2025 when it will cease.
- 4.3 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.
- 4.4 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.

5.0 In-year Admissions – Transferring School During the School Year

- 5.1 *An in-year application* is for children requiring a school place during the academic year rather than at the usual transfer time to school.

- 5.2 You are advised to speak with your child's current Head Teacher to discuss your intention to apply for another School/Academy place before applying for a school transfer.
- 5.3 **Please do not apply direct to Anston Greenlands Primary School. Forms and on-line application is available via the LA admissions website. Completed application forms should be returned to RMBC Admissions Team who will forward it to Anston Greenlands Primary School.**
- 5.4 If there is more than one child on your application form each child will be considered on an individual basis. If a child is offered a place in a school, it does not guarantee a place at that school for any other child in the family.
- 5.5 If you are moving home, 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.
- 5.6 If you are not moving to a new house but wish your child to transfer school, please complete the in-year school transfer form via the LA admissions website. We may contact your child's current school on receipt of your application for up-to date information on your child's academic record, attendance and any special needs they may have to assist with the transfer.
- 5.7 **Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.**

Consideration of in-year transfers

- 5.8 Admissions will normally be agreed up to the published admission number (PAN) which applied for the normal year (Reception) of intake or the current admission number (CAN). The current admission number is the maximum number of pupils we can accommodate in each year group based on the class organisation and size within the school for each academic year.

Admission Numbers

- 5.9 The published admission number for admission into Reception Year in September 2025 for each primary school is provided at the top of this document. The Current Admission Number (CAN) for the older year groups in each school is:-
- Anston Greenlands Primary School: Year 1 – Year 6:- 30 in each year group
 - Redscope Primary School: Year 1 -Year 6:- 70 in each year group
 - Thorpe Hesley Primary School: Year 1 – Year 6: 60 in each year group

Parents may wish to contact the Academy, before submitting an application, to check on the availability of places.

- 5.10 The following **notes** apply: The Admissions Code 2021 allows, under Section 3.10, an admission authority to refuse admission for a pupil with challenging behaviour and to refer the child to the Local Authority Fair Access Panel. This provision can only be used where the school has a high proportion of either other children with challenging

behaviour or previously excluded pupils and it considers admitting the pupil would prejudice the provision of efficient education or efficient use of resources.

Application Forms

- 5.11 Any application for an in-year school transfer should be made via the RMBC Admissions Team in the first instance. The RMBC Admissions Team will co-ordinate in-year transfers for all primary 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.](#)

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

Telephone: 01709 823777

Email: admissions.enquiries@rotherham.gov.uk

Timescales

- 5.13 RMBC Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant Admissions Authority.
- 5.14 Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.
- 5.15 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.
- 5.16 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.
- 5.17 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.
- 5.18 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 1st 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 1st May.
- 5.19 You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Admissions Authority by RMBC Admissions Team.

5.20 It should be noted 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.

6.0 Information on Appeals

6.1 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 Admissions Authority by the RMBC Admissions Team.

6.2 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.

6.3 All appeals are organised by Rotherham Local Authority 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.

6.4 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

General Information on Appeals

6.5 A separate document containing details of the appeals procedure is available from the RMBC Admissions Team for parents whose applications could not be satisfied.

6.6 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.

6.7 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.

6.8 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.

6.9 Further information is available on the Local Authority website:
<https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals>.

Email schoolappeals@rotherham.gov.uk

7.0 Find Your Catchment Area School

7.1 The catchment area streets for each of the three NCLT primary schools are provided in **Appendix A**.

7.2 You can use the catchment map to find your catchment area school by following the link and instructions set out below:

- Visit [RMBC Mapping](#)
- Close the disclaimer
- Type your postcode in the address bar to search
- 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

8.0 Useful Contacts

RMBC 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

APPEALS CLERK

Legal and Democratic Services,
Town Hall
The Crofts
Moorgate Street
Rotherham
S60 2TH

Tel: (01709) 822054

Email: schoolappeals@rotherham.gov.uk

Appendix A: Street list by school

Anston Greenlands Primary School

Anston Close

Bedford Close

Carver Drive

Devonshire Drive

Dukeries Drive

Edinburgh Drive

Falcon Way

Greenland Close

Greenlands Park

Leeds Avenue

Manvers Close

Marlborough Close

Middleton Avenue

Netherthorpe Way

Newcastle Close

Nursery Crescent

Nursery Road (numbers 2-68 even)

Plantation Avenue

Portland Close

Rutland Avenue

Scarborough Close

Wellington Avenue

Appendix A (continued)

Redscope Primary School

Abdy Road

Bank Close

Barber Balk Close

Barber Balk Road

Bents Road

Billam Place

Bradgate House Close

Burgen Road

Byrley Road

Clifford Road

Domino Court

Eilam Close

Eilam Road

Fenton Street

Grange Drive

Great Park Road

Hampstead Green

Hayfield Walk

Hungerhill Close

Hungerhill Road

Hutton Road

Kent Road

Kiln Road

Kimberworth Park Road (Even 12-60, 152-234) (odd 53-75, 201-303)

Langdon Road

Langdon Walk

Leybourne Road

Appendix A (continued)

(Redscope Primary School continued)

Morley Road

Nearcroft Road

Oaks Lane (even 2-86)

Redscope Crescent

Redscope Road

Rig Close

Roughwood Road (odd 1-39)

Smithy Close

Spring Croft

Ten Acre Road

Upper Wortley Road (even 10-214)

Warren Drive

Warren Hill

Warren Mount

Warris Close

Watson Close

Watson Road

West Close

Wood Croft

Wood Road

Wortley Road (even 292-548)

Appendix A (continued)

Thorpe Hesley Primary School

Admirals Crest

Alder Chase

Aldwark Close

Avocet Way

Barnsley Road

ALSO:- Sunningdale, Lyncarth, Cloddaeth, Kirby Croft, Cottage and House)

Birch Tree Road

Bittern View

Brook Court

Brook Hill

Cedarwood Court

Chapelfield Crescent

Chapelfield Drive

Chapelfield Lane

Chapelfield Mount

Chapelfield Place

Chapelfield Road

Chapelfield Way

Clarell Walk

Curlew Rise

Dunlin Close

Earls Court

Earls Paddock

Eldertree Court

Eldertree Road

Elderberry Close

Elm Tree Road

Fieldside

Fitzwilliam Way

Flanders Court

Appendix A (continued)

(Thorpe Hesley Primary School continued)

Flitcroft

Fulmar Way

Goldcrest Walk

Hesley Bar

Hesley Grange

Hesley Lane

Hesley Mews

Heslow Grove

Hillside (11, 21, 23 and Brook Villa)

Hudson Road

Kelvin Court

Keppel Drive

Keppel Heights

Keppel Road

Kestrel Avenue

Kingfisher Rise

Kirby Row (1-9)

Kirkcroft Avenue

Kirkcroft Close

Kirkstead Abbey Mews

Kirkstead Lane

Lapwing Vale

Lifford Drive

Linnet Mount

Lodge Close

Lodge Lane (odd 1-9 and even 2-22)

London Way

Louden Road

Mallard Close

Martin Rise

Appendix A (continued)

(Thorpe Hesley Primary School continued)

Merlin Way
Middlewood Drive
Milton Drive
New Street
Newton Place
Nightingale Croft
Oaken Wood Close
Oaken Wood Road
Park View
Peacock Close
Plover Croft
Raven Drive
Rockingham Avenue
Rockingham Place
Sandpiper Road
Scholes Field Close
Scholes Green
Scholes Lane
Scholes View
Scholes Village
Sheldrake Close
Sough Hall Avenue
Sough Hall Close
Sough Hall Crescent
Sough Hall Road
Strafford Place
Swift Rise
The Bellfields
The Grange
Sough Hall Crescent

Appendix A (continued)

(Thorpe Hesley Primary School continued)

Sough Hall Road

Strafford Place

Swift Rise

The Bellfields

The Grange

Thorpefield Close

Thorpefield Drive

Thorntree Close

Thorntree Place

Thorntree Road

Thornwell Lane

Thorpe Street

Upper Wortley Road (405 - 823 and 410 – 790 [to boundary at M1])

Wentworth Close

Wentworth Place

Wentworth Road

Willowdale Rise

Windmill Court

Windsor Road

Wortley Mews

Policy Status			
Policy Lead (Title)	Director of Primary Education	Review Period	Annually
Reviewed By	TET	Equality Impact Assessment Completed (Y/N)	Y

POLICY AMENDMENTS				
Version	TET/ Audit Committee Approval Date	Trade Union Consultation Date (if applicable)	Page No./Paragraph No.	Amendment
V1	TET	(N/A)	Whole document	Three separate Primary school policies placed under one document