



Admissions Policy 2025/26

Andover Street, Sheffield, S3 9BE

1. Admission Authority

Astrea Academy Trust is the admission authority for the school.

2. Published Admission Numbers

The School has admission numbers of:

- **30** for entry into the Reception year
- **150** for entry into Year 7
- **100** for total entry into Year 12, of which at least **10** are guaranteed for external applicants, but more will be admitted where the number of Year 11s automatically progressing from the school is less than 90.

The School will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Trust will offer places at the school to all those who have applied. For entry to Year 12, this is subject to achieving the entry requirements, which will be the same for internal and external applicants.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary, and the Trust is entitled to limit the indicative admission number to a lower number where there are clear grounds to do so.

3. Primary and Secondary Application Process and Timeline

Normal Round (for entry into Reception and Year 7 in September)

- Applications made during the main round for a place at the school are administered through Sheffield City Council (**"the LA"**). Parents resident in Sheffield can apply online at: <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

- Parents in other LA areas must apply through their home LA.
- The LA's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in **Reception is 15th January**, the year that your child will start school.
- Reception place offers will be made by the LA, on behalf of the school, on **16th April** or the next working day.
- The deadline for an application for a place in **Year 7 is 31st October** in the year before your child will start school.
- Year 7 offers will be made by the LA on behalf of the school, on **1st March** or the next working day.

4. Nursery Admission

There are a number of places available for children in the school nursery - see school website for further information.

The School does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the school in comparison to those who have to attend other providers.

Parents will need to apply for a reception place via the process mentioned in clause 3 if they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria clause 6.

5. Sixth Form Admissions:

- The School also accepts admissions to Year 12, subject to the criteria published on the sixth form's website each year.
- The deadline for an application for a place in **Year 12 is 13th January** in the year before the scholar will begin post-16 studies.

6. In Year admissions:

- Applications for a place outside the main round are known as "in-year" applications. For example, if a Year 8 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the LA, the LA will administer these applications and parents should use the link provided above.

7. Oversubscription criteria – Reception and Year7 (and Years 1-6 and Years 8-11 for in- year admissions)

When the school receives more applications than places available, after the admission of pupils with an Education, Health, and Care Plan (**EHCP**) which name the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- a) **Looked After Children** looked after children and all previously looked after children, including 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.¹
- b) **Catchment Area Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at the academy on the day of admission. A 'sibling' is a brother, sister, half-brother, half-sister, stepbrother, or stepsister who is ordinarily resident at the same address as the child for whom the application is being made.
- c) **Children of school-based staff** who have worked for the Trust for at least two years, or who have been recruited to fill a skills shortage post, as determined by the Principal.
- d) **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area but will not have a sibling at the school at the point of admission.
- e) **Other Siblings** - Children who normally reside with a parent or person with parental responsibility and who will have a brother or sister at the academy on the day of admission. A 'sibling' is a brother, sister, half-brother, half-sister, stepbrother, or stepsister who is ordinarily resident at the same address as the child for whom the application is being made.
- f) **Contributory Feeder School (Secondary Only)** Applicants for a Year 7 place whose children attend a designated feeder primary school but do not fit into any of the above categories will be considered next. The designated linked feeder primary schools for Astrea Academy Sheffield are:

Astrea Academy Sheffield Primary Phase

Byron Wood Primary School

Abbeyfield Primary School

Pye Bank CE Primary School

¹ Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements orders' are defined in Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- g) **Straight Line Distance** – remaining applications will be prioritised in accordance with the straight-line distance between their home address and the front entrance of the stage of the school to which the application is made.

8. Tie-break

If the places available for allocation are filled part-way through any of the above categories, there are two further stages for consideration:

A. Exceptional medical, social, or special educational needs

Where exceptional medical, social, or special educational needs are demonstrated and supported by a professional (e.g. medical specialist or social worker), an application may be prioritised by the Trust but only within its admission category. It is the parent's/ applicant's responsibility to provide supporting evidence.

The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Trust to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Trust for further consideration if they are accompanied by supporting evidence.

B. Random allocation

Where the last place could be allocated to a number of children living equidistant from the school and no medical, social, or special educational needs apply, the determination of the single offer will be made by random allocation, which will be managed by the LA.

9. False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

10. Notes

- a) **Home address** - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time. *The School will follow the policy used by the LA.*
- b) **Multiple births** (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.
- c) **Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in

that area, the Authority will 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. The Trust will not refuse a service child a place because the family does not currently live in the area.

11. Late applications

All applications received after the deadline will be treated in accordance with the LA's policy on late applications.

12. Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

13. Admission of children outside their normal age group including Summer Born children (born between 1 April – 31 August)

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described above regarding the in-year admissions process, clause 6. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group.

The School will take into account the 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The School will consider the information provided, taking into account the views of the head teacher, and will inform the parent in writing of their decision, including the reason. If the school agrees to this request the child will be considered with the other applicants under the published oversubscription criteria for the admission year and year group that they are applying for.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

14. Waiting lists

The School will operate a waiting list for each year group. This will be maintained by the LA unless it is agreed that the LA will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

The waiting list will operate for the full academic year. If at the end of the academic year a parent would like their child to be considered for entry to the subsequent year group, they will be required to apply afresh, see clause 6.

The Reception entry waiting list will be open for the full academic year. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list. Parents who would like their child to be considered for entry to Year 1 will be required to apply afresh, see clause 6.

The Year 7 entry waiting list will be open until September. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list. The LA will ask parents in September if they would like their child's name to remain on the year 7 waiting list until the end of the academic year. Parents who would like their child to be considered for entry to Year 8 will be required to apply afresh, see clause 6.

15. Oversubscription criteria – Year 12 (and Year 13 for in-year admissions)

The minimum academic requirements for entry to the sixth form are:
Obtaining five GCSEs at Grade '5' or above, or the equivalent, including in English and mathematics.

Achieving the necessary entry criteria for the candidate's chosen subjects as below.

	Subject	English Language	Maths	Relevant Subject	Notes/Other Requirements
Stem	Mathematics	5	7		
	Physics	6	7	7 or above in Physics or Trilogy	
	Chemistry	6	6	7 or above in Chemistry or Trilogy	
	Biology	6	6	7 or above in Biology or Trilogy	
	Computer science	6	6		
Hums & arts	English Literature	6	5	6 or above in English Literature	
	History	6	5	6 or above in History/Classics	
	Geography	6	5	6 or above in Geography/Geology	
	Spanish	5	5	6 or above in Spanish	
Social science	Psychology	6	6		6 or above in Biology/Trilogy
	Sociology	6	5		
	Economics	6	6		
Other	EPQ				

The School will publish on its website the subject groups and the relevant qualifications for each subject. The offer of a subject is dependent on a sufficient number of applications made and offers of a place accepted; the school may withdraw a subject if there are insufficient scholars to sustain the course.

Where a candidate achieves five GCSEs at Grade '5' or above (or the equivalent) but does not achieve the required grade in a relevant subject, he or she will be eligible to re-apply for another subject in place of the original subject option.

Oversubscription by scholars who have met the entry requirements:

Oversubscription criteria 1-5 and 7 – *see clause 7*, will apply where the sixth form is oversubscribed by scholars who have met the minimum academic requirements at GCSE or equivalent.

Oversubscription by scholars who have not met the entry requirements:

The School may admit scholars to the sixth form who have not met the minimum academic requirements if there are places available once places have been offered to those who have met the requirements. Scholars from the secondary stage and external applicants will be treated the same.

Scholars who have not met the minimum requirements will be prioritised in accordance with the following oversubscription criteria. Reference to GCSEs and grades will also be taken to mean the equivalent in non-GCSE qualifications.

Subject to minimum points score, candidates will be ranked using the average points score (APS) of their best eight GCSEs, this is the mean average of their best eight GCSE grades.

16. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.

17. Fair Access Protocol

The School will participate in the LA Fair Access Protocol which will be used to place vulnerable and /or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Children admitted under this protocol will be prioritised over those on the in-year waiting list.