



## Mercia School Admissions Arrangements 2021-22

Mercia School operates within the statutory Admission Code of Practice. The admission arrangements set out in this document include the oversubscription criteria and other detailed information that explain how the school manages this function.

The school is the "Admission Authority" and is responsible for setting and applying its own admission arrangements. The admission arrangements that are set out below are those determined by the Mercia Learning Trust for admission to Mercia School. **The Learning Trust is fully supportive of the wider admission arrangements operated by Sheffield Local Authority. We receive notice of allocated pupils, from the Local Authority, on 01 March, like parents and carers.** Further information on Sheffield's admissions process can be found here:

<https://www.sheffield.gov.uk/content/dam/sheffield/docs/schools-and-childcare/admissions/2022-23-documents/entering-secondary-school-2022-2023.pdf>

Sheffield Local Authority co-ordinates the allocation process for the normal year of entry (Year 7) for all Sheffield residents and applies the criteria on behalf of the Learning Trust by agreement. Sheffield Local Authority is also responsible for co-ordinating "in-year" applications on behalf of the Learning Trust.

### 1. Special Educational Needs

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with an Education and Health Care Plan (EHCP) that names their school. This is not an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places or not. Mercia School complies fully with this requirement.

### 2. Oversubscription Criteria

In the event of oversubscription, the following categories will be prioritised for places at Mercia School, operated on the school's behalf by Sheffield Local Authority.

#### ***Priority One: Children in Public Care (Looked After)***

All Admission Authorities MUST prioritise the admission of "Relevant Looked After Children" within their admission criteria. A "Relevant Looked After Child" is defined as: "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) is looked after at the time an application for admission to a school is made and (b) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.

The Admission Code of Practice extend this category to also include children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

#### ***Priority Two: Catchment area with Sibling***

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 Mercia School on the day of admission will be considered next. The catchment area of Mercia School can be found on the map on this link and by searching home post codes.



[https://maps.sheffield.gov.uk/LocalViewExt/Sites/SchoolCatchmentandLocation2015\\_16/](https://maps.sheffield.gov.uk/LocalViewExt/Sites/SchoolCatchmentandLocation2015_16/)

The definition of a sibling for these purposes is given below. This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

A sibling is a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister)

and in both cases will be attending Mercia School at the point of entry. In circumstances where an older sibling attends Mercia School Sixth Form (opens September 2023), sibling priority will only be afforded if the older sibling attended the school prior to Y12.

**Priority Three: 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 Mercia School at the point of admission will be considered next.

**Priority Four: Siblings**

A non-catchment sibling is a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister)

and in both cases will be attending Mercia School at the point of entry. In circumstances where an older sibling attends Mercia School Sixth Form (opens September 2023), sibling priority will only be afforded if the older sibling attended the school prior to Y12.

**Priority Five: Contributory Feeder School**

Applicants for a Year 7 place at Mercia School whose children attend a designated feeder primary school but do not fit into any of the above categories 1, 3 or 4 above will be considered next. Mercia School's feeder primary schools to date are:

- Abbey Lane Primary
- Anns Grove Primary
- Bankwood Primary
- Bethany School
- Birkdale Independent School
- Bradway Primary
- Carfield Primary
- Carterknowle Junior
- Dobcroft Junior
- Dore Primary
- Ecclesall CE Junior
- Greenhill Primary
- Greystones Primary
- Hallam Primary
- Hunter's Bar Junior
- Lowedges Primary
- Lower Meadow Primary
- Meersbrook Bank Primary
- Mundella Primary
- Mylnhurst Catholic School
- Nether Green Junior
- Netherthorpe Primary
- Norton Free CE Primary
- Porter Croft CE Primary
- Sharrow Primary
- Sheffield High School
- Springfield Primary
- St. Marie's RC Primary
- St. Thomas of Canterbury RC Primary
- St. Wilfrid's RC Primary
- Nether Edge Primary
- Totley All Saints CE Primary
- Totley Primary
- Valley Park Primary



- Lowfield Primary
- Lydgate Primary
- Westbourne School
- Westways Primary
- Woodseats Primary

Parents are advised In the Sheffield Guide for Parents "that If they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there".

***Priority Six: All other applicants***

Any applicant who does not fall into one of the above categories will be considered next.

**3. Tie Breakers**

For any admission category that is oversubscribed there are two stages of further consideration:

*A. Exceptional medical, social or special educational needs*

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

The applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Academy 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 Admission Committee for further consideration if they are accompanied by supporting evidence.

Further information about the Admission Committee can be found in the Local Authority Composite Prospectus, "A Guide for Parents".

<https://www.sheffield.gov.uk/content/dam/sheffield/docs/schools-and-childcare/admissions/2021-2022-documents/parent-secondary-school-transfer-guide-2021-22.pdf>