

Mercia School

Admissions 2024/25



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<i>This policy has been approved by the Local Governing Body and has been signed by the Chair of Governors</i>	
<i>Approval date</i>	<i>July 2023</i>
<i>Date of Review</i>	<i>July 2024</i>

Mercia School Admission Arrangements for 2024/25

Introductory statement

This document sets out the admission arrangements for Mercia School 2024/25.

Mercia School is a 11 -18 secondary school and sixth-form provider.

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.

As an Academy, Mercia School is its own admissions 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.

Mercia school admission arrangements are operated by Sheffield Local Authority and admissions are dealt with by the Local Authority Admissions Team:

5 th Floor West Wing
Moorfoot Buildings
Sheffield
S1 4PL
Tel: 0114 273 5790
Email: ed-admissions@sheffield.gov.uk

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 Mercia Learning Trust and Mercia School by agreement.

Sheffield Local Authority is also responsible for coordinating in-year applications on behalf of Mercia Learning Trust.

Admission number

The school has an admission number of 180 for entry in Year 7.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The PAN is 180 for admission in the academic year 2024/25. This was ratified by the governing body on 2/2/23.

Application process

Applications for places at Mercia School are made in accordance with the statutory Admission Code and are made on the Common Application Form provided and administered by the Sheffield LA on behalf of Mercia School.

This means that a parent/carer must complete the Common Application Form expressing up to three preferences and the Authority liaises with schools and other Local Authorities on their behalf.

The Local Authority will inform the parent/carer of the outcome of their application, including the reason for the refusal and information on the appeals process if a place is refused at any of their preferred schools.

The Local Authority will communicate the outcome of individual applications to parents on Mercia School's behalf on the national offer day, 1 March 2024 for Y7 applications.

Nevertheless, Mercia Learning Trust is still responsible for considering the applications and ensuring that Mercia School admission arrangements are compliant with the School Admissions Code. The LA applies the oversubscription criteria on behalf of Mercia School by agreement.

If you are a parent or carer and wish to apply for a place at Mercia School, you will need to complete the Common Application Form via the Local Authority Website.

The Common Application Form can be obtained from:

<https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

Special Educational Needs

Any child that has an Education Health Care Plan or a statement for SEN that names Mercia School will be offered a place.

Oversubscription Criteria

The following oversubscription criteria outline the priorities for admission to Mercia School.

Priority 1 - Children in Care (Previously in Care)

Children who are in care or previously in care, including those children who appear (to the admission authority) to have been in state care outside of England, will be prioritised at their preferred school. Children previously in care are children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order immediately following being in care.

Priority 2 - 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 Mercia School in September 2024 will be prioritised above other catchment applicants. If the older sibling will be attending Mercia Collegiate Sixth Form they will only meet the Sibling criteria if they have previously attended the school, e.g. in any year between Years 7 and 11.

Priority 3 - Catchment Area

Children living in the catchment area for Mercia School that will not have a sibling attending, will be considered next.

Priority 4 - Non-Catchment Siblings

Children who will have an older brother or sister (sibling) at Mercia School on the date of admission, will be offered a place if any places remain after all above categories have been allocated. A pupil is not afforded sibling status if the older sibling transfers to Mercia school sixth form having not previously attended there. A sibling is defined as a child who permanently or usually lives at the same address as:-

- a brother and/or sister
- a stepbrother and/or stepsister (including half brothers/sisters)

and in both cases will attend Mercia school at the time of entry.

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

Priority 5 - Designated Feeder School

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

Parents whose child falls under this category should note that if they attend a non-catchment primary school they have less chance of being allocated a place at Mercia School than those who live in the catchment area or have a brother or sister at the school.

For information about designated feeder schools please contact Secondary Admissions on 273 5790.

The designated linked feeder Primary Schools for Mercia School are:

1. Abbey Lane Primary
2. Anns Grove Primary
3. Bankwood IJ
4. Carfield NIJ
5. Carterknowle J
6. Clifford All Saints C of E Pimary
7. Dobcroft J
8. Dore IJ
9. Ecclesall CE J
10. Greenhill IJ
11. Greystones IJ
12. Hallam IJ
13. Hunters Bar J
14. Lowedges NIJ
15. Lower Meadow NIJ
16. Lowfield IJ
17. Lydgate J
18. Meersbrook Bank NIJ
19. Mundella IJ
20. Nether Green J
21. Netherthorpe

22. Norton Free CE IJ
23. Porter Croft CE IJ
24. Sharrow NIJ
25. Springfield NIJ
26. St Marys CE NIJ
27. Nether Edge
28. Totley All Saints CE IJ
29. Totley IJ
30. Walkley NIJ
31. Westways NIJ
32. Woodlands Primary
33. Woodseats NIJ

Priority 6 – Other Applications

Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

Tie Break

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

- 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 prioritised 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. 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 equal distances 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.

Admissions Committee (AC)

Applications for oversubscribed schools will be considered against the oversubscription criteria described above. Where parents provide additional evidence from a professional to support their application, it will be submitted to the Admission Committee which may consider giving priority if it is satisfied that circumstances are exceptional. It should be noted that where medical needs are given as a reason for applying for a particular school, the medical needs must relate to the child, not the parent. If supporting information is not provided from a professional then distance from home to school will be used as a tie-breaker. (This process is undertaken before the national offer date of 1 March 2024).

The Admissions Committee consists of Elected Members who have delegated authority to make admission decisions on behalf of Sheffield City Council. The Committee will take account of the individual parental reasons, for applying for the school against other applications by parents in the same admission category. The Admissions Committee may prioritise any case within the admission category but cannot prioritise an application from a lower category above an application from a higher category eg. feeder applicants cannot be prioritised above catchment.

Late Applications

Applications and changes of preference or circumstances received after the closing date will be dealt with after 1 March 2024 and will be processed in date received order.

Where the Local Authority has not received an application from a Sheffield resident for any school by 2 June 2024 at the latest, a place will be offered at the nearest available school.

Appeals

If your child has been refused a place at Mercia school, you have a right of appeal to an Independent Appeal Panel. To appeal you must complete an appeal form which must be obtained by downloading a form from Sheffield City Council's website;

<https://www.sheffield.gov.uk/schools-childcare/appeal-your-childs-school-place>

or by contacting the Admissions Team; The Admissions Team Floor 5, West Wing Moorfoot Sheffield S1 4PL Tel: 0114 273 5790

or email to schoolappeals@sheffield.gov.uk

Waiting Lists

The Authority will establish a waiting list for Mercia School, where the number of applications for Mercia School has exceeded the number of places available.

Your child will automatically be placed on a waiting list for Mercia School where he/she has been refused a place at a school ranked higher.

Waiting lists for Mercia School will be maintained until the 31 December 2024.

Priority on the waiting list is determined according to the oversubscription criteria for Mercia School not by the length of time on the list or date of application.

Your child's position on the waiting list can go down as well as up because of how pupils are prioritised on the list.

A place normally becomes available at Mercia School only when the number of pupils allocated falls below the published admission number.

Should a place become available at Mercia School, it will be automatically allocated in writing to the child at the top of the list. The previous school allocated by the Local Authority will automatically be withdrawn.

If you no longer wish to remain on a list, please contact the Admissions Team.

If you would like your child to be placed on a waiting list of a school that you ranked lower than the one you have been allocated, you must request this in writing to the Admissions Team.

A place on the waiting list does not guarantee that your child will secure a place at Mercia School, nor does it mean that you should not continue to try and secure a school place elsewhere.

Change of Address

If you change address or are planning to move, the Admissions Team will need to see proof of your new address. A house move may change your catchment area and affect the status of your application. If you are considering a change of address you should contact the Admissions Team to be advised of the possible change to your application and to determine what proof is required.

Entry Outside the Normal Year Group

On rare occasions parents may seek entry into secondary school for their child earlier/later than the normal date. In such cases parents should make their request in writing to Secondary Admissions giving full reasons.

In Year Application

Parents wishing to apply for a place in Year groups other than Year 7 should complete a transfer form available from your child's current school.

Fair Access Protocol

All Local Authorities are required to establish a protocol for placing vulnerable children over and above the normal admission procedures. The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour.

Under the protocol the Authority may admit a child to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements. The protocol may be applied to applications received outside of the 'normal year of entry'.

When will the process start

July 2023

If you live in Sheffield and your child attends a Sheffield Primary School, you will receive a leaflet and covering letter from your child's current primary school. Sheffield residents whose children attend a private school or school in another Authority, **should apply online**, or contact Pupil Admissions to obtain an application form.

September/October 2023

Open events held at Secondary Schools

31 October 2023

Closing date for returning your completed application form

1 March 2024

Offer Date

Admissions Team contact details

For more details regarding admission arrangements, the coordinated admission arrangements, on-line admissions and choices, please read the Sheffield local Authority parents guide:

<https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

Any enquiries should be referred to the Local Authority's Admissions Team:

Telephone: 0114 273 5790

Email: ed-admissions@sheffield.gov.uk

Admissions Team: Pupil Admissions, Floor 5, North Wing, Moorfoot Buildings, Sheffield S1 4PL