

## Applying for a Secondary School place in Year 7 – September 2020

The Admission to Secondary School Booklet 2020 is available on Rotherham Authority's website [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools). This booklet is a comprehensive guide to the admissions process and contains the admissions criteria used to allocate secondary school places. Below is a brief summary of the main points and frequently asked questions however parents and carers are advised to view the full booklet on the website.

Please do not hesitate to contact the Admissions Team on **01709 823777** or email [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk) should you need help or advice.

### How to Apply

Your child will have brought home a letter from school in July which explains how to make your application. Submit your application to the Authority where you live (i.e. where you pay your council tax).

- Apply by the closing date. Late applications will be considered after on-time ones.
- Use your three preferences and choose them carefully. Naming one school will not increase your chances of securing a place and you may miss out on the opportunity of a place at a 2<sup>nd</sup> or 3<sup>rd</sup> preferred school by not naming it initially or by applying later for it.
- Include any additional medical or social information which you wish to be taken into consideration with your application.
- Applications for Church Schools require supplementary information forms and baptism certificates – please check the school's admissions policy for details and submit these with your application otherwise it will affect which category your application is placed in.
- Read the Admission to Secondary School Booklet 2020 on Rotherham's website.

### The National Closing Date – 31<sup>st</sup> October 2019

You are strongly advised to submit your application by this date. Although Rotherham Authority will consider applications for Rotherham schools received up to and including 30<sup>th</sup> November 2019 in the first round of offers; if you have named a school in another Authority this may not be the case and your application may be deemed late.

### How Applications are Considered

**Equal Preferences** - Each preferred school will be considered against all other preferences for that particular school regardless of whether it has been named as a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference.

All applications for an individual school will be assessed equally according to the admissions criteria and no priority will be given according to the order of preference on the application. Therefore, if your catchment area school is named as your 3<sup>rd</sup> preference your child's name will be higher up the list for that school than someone who falls into a lower category and who may have named the same school as their 1<sup>st</sup> or 2<sup>nd</sup> preference. Please refer to Section 3 of the admissions booklet for a more detailed explanation.

**The Admissions Criteria** - Please read the admissions criteria for your preferred school(s) as this will be used to allocate Year 7 places. The admissions criteria for Rotherham Schools is published in full in Section 5 of the Admission to Secondary School Booklet.

**Published Admission Number (PAN)** – This is the number of places available in the relevant year as determined by the admission authority. Places will be allocated up to the PAN in accordance with the published admission criteria for the school.

**Home Address** - Places will be allocated based on the child's residential address on 30 November 2019. Written proof of residence may be required (usually 3 items of proof e.g. utility/council tax bill/tenancy agreement/driving licence). Parents must notify the Admissions Team in writing if you change address before this date. Where proof is requested but not provided the original home address will be used for allocation purposes. (See Section 5 of the booklet for further information).

### **The National Offer Day – 2<sup>nd</sup> March 2020**

All parents who live in Rotherham and apply by 30<sup>th</sup> November 2019 will be made a single offer of a school place on 2<sup>nd</sup> March 2020.

This will be the school named highest on your application for which your child is eligible for a place. If it is not possible to offer a place at one of your preferred schools you will be made an alternative offer (see below).

No decisions will be given to parents before this date.

### **Oversubscribed Schools – What if your application is refused**

If one or more of your preferred schools is declined it is because there were more applications than there were places available and places have been offered to children who are higher in the admissions criteria than your child.

- If it has not been possible to offer any of your preferred schools you will be offered your catchment area school if you chose not name it as a preferred school on your original application and it still has a place available. If your catchment area school is also full you will be offered the closest school to your home address with an available place.
- You will also have the right of appeal to an independent appeal panel and your child's name will be placed on the waiting list for your preferred school(s).
- You can apply for alternative schools after you receive your offer however any application at this stage is a late application and is subject to the availability of a place.

### ***Right of Appeal to an Independent Appeals Panel***

You will be offered the right of appeal if your child has not been offered a place at one or more of your preferred schools due to oversubscription.

The Appeals Clerk, panel and process are independent of the Admission Authority. All independent appeals are organised by the Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The decision of the Appeals Panel is legally binding on both parents and the Admission Authority. Please refer to Section 10 of the Admissions Booklet for further information.

### ***Waiting lists for oversubscribed schools***

If one or more of your preferred schools is declined due to oversubscription your child's name will automatically be placed on a waiting list for the school.

Children are placed on the waiting list for a school in the order of the admissions criteria - a distance tie-break is used if there are multiple children in the same category. This means that your child may move down the waiting list as a result of other children being added at a later date.

Waiting lists for Year 7 places in 2020 will cease on 31<sup>st</sup> December 2020. For more information about waiting lists please refer to Section 8 of the Admissions Booklet.