



Thrybergh Fullerton C of E Primary Academy

Admissions Arrangements **2025-26**

These are the admission arrangements for admissions to school in the school year 2025 – 2026. It was agreed in February 2024 and will be used for applications made by parents during the school year 2024-2025, for children who will start school from September 2025.

Introduction

Thrybergh Fullerton Church of England Primary Academy is a Church of England Academy in the Diocese of Sheffield and is part of the Diocese of Sheffield Academy Trust (DSAT).

The academy provides a distinctively Christian education for children aged 3+ to 11+ year.

The Church of England's stated position that "*Our schools are not faith schools for the faithful, they are Church schools for the community*"¹ is the principle that admission to Thrybergh Fullerton Church of England Primary Academy is prioritised and children from the local community are all welcome. Our ethos in school is one which is wholly Christian and children are educated and expected to behave in a way that is Christian whilst experiencing a wide range of multi-cultural and religious education to have tolerance, understanding and empathy for those who are different in anyway. We aim to "*offer a safe and welcoming place to all God's children*".²

The Academy's Trustee Board is the Admission Authority and is responsible for admissions. It is guided in that responsibility by the requirements of the law, the academy trust deed, by advice from the Diocesan Board of Education and its duty to the community and Common Good.

This policy should be read in conjunction with the "Admission to Primary Education", published by Rotherham Metropolitan Borough Council.

¹ Rev'd Nigel Genders, Chief Education Officer for the Church of England, in a blog Of 9/12/16

² Church of England Archbishops' council Education Division and the National Society, Valuing All God's Children (Archbishop's Council Education Division, May 2014). p.1.

Admission to Foundation Stage 1 (Nursery)

The admission number for 2025/26 is 30

Children may be admitted to F1 at the start of the term after their 3rd birthday. Applications will be prioritised for children who fall into this bracket for the Autumn Term and subsequent places will be allocated on a termly basis. If there are 25 admission requests for children who will be 3 on 1st September, there will be no further admission into this cohort in the spring and summer terms. If there are spaces available, admission requests into this year group will be considered through the waiting list we hold for subsequent years. The school will contact parents who have submitted an application to the school already.

The school will offer the 30 hours entitlement for eligible families who are registered with the LA. An extended day provision may be offered to families who request it at an additional cost. This in addition to the 15 hours free education funded by the government.

Admission to Foundation Stage 2 (Reception)

The admission number for 2025/26 is 30

As requested by law the Trust Board will not admit more than 30 pupils to any one reception or infant class, except for multiple births where one of the children is the 30th child e.g. twins.

Date of admission to the school in each academic year is the 1st September
Closing date for entries to reception for 2025/26 is 15th January 2025

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the trust board, being the Admissions Authority for this academy, will admit children into Foundation Stage 2 at one point during the school year as follows:

Children will be admitted during the autumn term following their 4th birthday for Foundation Stage 2. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age.

Please contact the academy if you need help in completing the Common Application Form or Supplementary Information Form.

Making an Application

1. Applications are made on the **Academy's Application Form** for Foundation Stage 1, and returned direct to academy.
2. Applications are made on the **Common Application Form** for Foundation Stage 2, and returned direct to the Local Authority
3. To support your application to Thrybergh Fullerton C of E Primary Academy, please complete the **Supplementary Information Form**. The Supplementary Information Form is **NOT** an application for admission to the academy, and its return does not guarantee a place at the academy, however it does affect the admission category your application will be placed in.
4. The **Common Application Form** should be submitted by the LA's deadline date along with the **Supplementary Information Form**
5. Ministers reference to support regular church attendance. **(See Definition 3)**

Completion of the Supplementary Information Form will enable your application form to be placed in the correct category. Without the correct form completed, this will not be considered in the qualifying criteria.

Parental Preference

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 choices of schools in rank order of preference.

Please note however, along with the Local Authority, we will be operating an 'equal preference' system. This means that all applications for a place at Thrybergh Fullerton CE Primary Academy will be assessed according to the admission criteria and no priority will be given according to the ranking.

Ranking by your preference will only be used in the final allocation of a place within the LA's co-ordinated scheme where there is more than 1 potential offer.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents who have expressed a preference for a school in this authority before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place, the Authority will be working with the Governing Bodies of Academies within the Rotherham area, including our school Thrybergh Fullerton Church of England Primary Academy.

Criteria for Admission

Please note that children who have a Statement of special educational need or an Education Health and Care Plan (EHCP) that names the academy as the most appropriate educational setting will gain a place at the academy through the Statutory Assessment process. Evidence of the child's statement/EHCP must be provided on application. The school will only acknowledge the Statement/EHCP where there is official evidence included with the application form.

Children of UK service personnel will be dealt with on an individual basis according to the Admission Code.

Please note if you state that your child has been baptised then a certificate will need to be enclosed with the application for it to be considered at the admissions meeting in school and as part of the selection process.

Where there are more applications for admission than the planned admission number stated, the Governing Body /Admission committee will apply the following admission criteria in strict order of priority.

Please see Definitions on page 5, Brother/Sister, Parent/Carer, Regular Church Attendance, Churches Together in England, Looked After Children to assist with your application.

1. Children who are in Public Care (Looked After Children) – see definition on page 4.
2. Children who will have an elder brother or sister in the school at the anticipated time of admission.
3. Children who reside in the ecclesiastical parish of Thrybergh and Hooton Roberts.
4. Children of staff/incumbent at the academy. Where a member of staff has been employed at the academy for two or more years at the time at which the application for admission to the

academy is made, or when a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This may include the option of extended day places if applicable.

5. Children who regularly attend the parish church of St Leonards, Thrybergh but reside outside the ecclesiastical parish of Thrybergh and Hooton Roberts. (Please complete Supplementary Information form.)
6. Children whose parents/carers reside outside the ecclesiastical parish of Thrybergh and Hooton Roberts and regularly attend another Church of England Church. (Please include Supplementary Information form)
7. All other children.

Distance Criterion

Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on the National Closing Date, live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”). Distance measurements are calculated (by the Local Authority Admissions Team) using a Geographical Information System 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.

Tie Breaker

Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g., flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of the Local Authority independent of the School Admissions Team.

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.

Admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents considering requesting that their child is admitted outside of the normal age group must still make an application in the usual way by the specified closing date and should submit to RMBC alongside this a formal request for admission outside of the normal age group.

For community and voluntary controlled schools, for which RMBC is the admission authority, this request will be considered by officers from the local authority, taking account of the views of the head teacher. Information considered in making a decision will include 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.

Where RMBC is not the admission authority then parents should consult the admission arrangements in place for the school for further information about how requests for admissions outside of the normal age group are

considered. Requests and accompanying information will be forwarded to the admissions authority for a final decision.

Parents are strongly recommended to discuss any requests with the head teacher of their preferred schools prior to submitting an application.

In Year Transfers

The Local Authority is not required to co-ordinate all applications for children requiring a school place outside of the normal admissions round, although in Rotherham most schools choose to be part of the co-ordinated scheme. This means that, if you require a school place for your child at any other point than the normal point of entry (an In Year application or transfer) you are advised to check on [Applying for a School during the School Year – Rotherham Metropolitan Borough Council](#) to ensure you make an application in the correct way.

Place of Residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the academy.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Definitions

Definition 1 -Brother/Sister

For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- 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.

Definition 2- Parent/Carer

A parent/carers is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form

Definition 4 – Churches Together in England

The Christian denominations participating in 'Churches Together in England' can be found on the CTE web site

<https://cte.org.uk/>

Please refer to this website for an up-to-date list, found in their menu. This may be termed 'Member Church Directory' or 'List of Participating Churches.'

Definition 5 – Looked After Children

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.

Waiting Lists

1. Names of children will automatically be placed on the waiting list for this academy, when the child has been refused admission.
2. A vacancy only arises in the reception year when the number of offers to the academy falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Trust Board's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the academy where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.
6. The child's name will be kept on the waiting list up to 31st December. After that time the waiting list will cease.
7. On the National Offer Day of 16 April 2025, the Admissions Team will establish a waiting list for all Infant, J&I, Primary and Junior schools in Rotherham where the number of applications for those schools has exceeded the available places for entry into Reception.

8. The Local Authority Admissions Team will administer the waiting list on behalf of all schools which will operate until the 31 December 2025 when it will cease.
9. 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.
10. 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.

False Information

1. Where the trust board has made an offer of a place at this academy on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the academy, the offer of a place will be withdrawn.
2. Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending upon the length of time that the child has been at the academy.
3. Where a place or an offer has been withdrawn, the application will be re- considered and a right of independent appeal offered if the place is refused.

Applications Outside of the Normal Admissions Round

1. Foundation Stage 2 – admission number = 30

Where applications are received for admission to the academy following the offer day, these will be dealt with as follows:

- a) Single admission to Foundation Stage 2 where the year group is below the admission number the child will be offered a place.
- b) Single admission to Foundation Stage 2 where the year group is above the admission number:
 - i) Where the Trust Board determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.
 - ii) Where the Trust Board determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused the offer of a place.

2. Years 1 and 2 Admissions

Single admission to years 1 and 2 where the year group is above the admission number.

- i) Where the Trust Board determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.

- ii) Where the Trust Board determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused the offer of a place.

The prejudice referred to under (i) and (ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Trust Board to comply with the limit on infant class sizes of 30 (except multiple births where one of the children is the 30th child admitted e.g. twins).

3. Year 3, Year 4, Year 5 and Year 6

Single admission to years 3 to 6 where the year group is above the admission number.

- i) Where the Trust Board determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.
- ii) Where the Trust Board determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused an offer of a place.

Admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

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Parents considering requesting that their child is admitted outside of the normal age group must still make an application in the usual way by the specified closing date and should submit to RMBC alongside this a formal request for admission outside of the normal age group.

For this request will be considered by officers from the local authority, taking account of the views of the head teacher. Information considered in making a decision will include 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.

Where RMBC is not the admission authority then parents should consult the admission arrangements in place for the school for further information about how requests for admissions outside of the normal age group are considered. Requests and accompanying information will be forwarded to the admissions authority for a final decision.

Parents are strongly recommended to discuss any requests with the head teacher of their preferred schools prior to submitting an application.

Appeals Against the Trust Board's Decision to Refuse Admission

1. If a place is not offered at the school, parents have the right of appeal to an Independent Appeal Panel formed in accordance with the DfE Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.
2. Parents who intend to make an appeal against the Trust Board's decision to refuse admission must submit a notice of appeal within 14 days of receiving the refusal letter to:

**The Appeal Clerk
Legal and Democratic Services
Town Hall
The Crofts
Moorgate Street
Rotherham
S60 2TH**

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

THRYBERGH FULLERTON CHURCH of ENGLAND PRIMARY ACADEMY
Diocese of Sheffield, Diocese of Sheffield Academy Trust