



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST



Admissions Arrangements for Entry to School 2026/2027

Name of School: Flanderwell Primary School

Admissions Authority: The Diocese of Sheffield Academy Trust

The Trust Board is the Admissions Authority for the school. Places will be allocated using the admissions criteria given below and will be co-ordinated by the Local Authority. Places will be offered by Rotherham Local Authority on behalf of the Admissions Authority.

The Published Admission Number for entry to Reception for Flanderwell Primary School is 60

Admissions Criteria

A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names this school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

B) For all other applications places will be allocated in the following order of priority:

- 1 Relevant Looked After Children and previously looked after children (see note (a) below).
- 2 Children who, on 15th January 2026, have a specific medical reason, confirmed by a medical practitioner, which the Admission and Local Authority are satisfied makes attendance **at this school** essential. **Parents** should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 15th January 2026, have a compelling social reason which the Admission and Local Authority are satisfied makes attendance **at this school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. **Parents** should ensure that they provide full supporting information to be considered along with their application.

Please note: Very few cases are agreed annually on exceptional medical or social grounds

- 4 Children who, on 15th January 2026, live in the catchment area of this school as defined by the local Authority and it is expected will have an older brother or sister on the roll of this school in Years 1-6 at the start of the academic year 2024 (see notes (b) and (c) below) and RMBC Mapping
- 5 Children who, on 15th January 2026, live in the catchment area of the school as defined by the local Authority (see note (b) below) and RMBC Mapping
- 6 Children who, on 15th January 2026, it is expected will have an older brother or sister on the roll of the preferred school in Years 1-6 at the start of the academic year 2024 (see note (c) below)
- 7 Children who, on 15th January 2026, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”). (see note (e) below) and RMBC Mapping

Notes

- a) 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.

- b) Places will be allocated based on your residential address on **15 January 2026**. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions and Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence.
- c) 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
- d) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must 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. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- e) 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 15 January 2026, 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. In the event of two distances being equal, lots will be drawn by a representative independent of the Admission Authority.

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 independent of the Admission Authority.

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.

Places will be allocated in accordance with the LA’s co-ordinated admissions schemes for Primary schools. In assessing preferences, the LA will operate an ‘equal preference’ system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan as part of that process.

Information on the catchment area for the school can be obtained by contacting the School Organisation Team on (01709) 254831 or on the Local Authority website at:

<https://maps.rotherham.gov.uk/mapping/>

Catchment area

All schools have a defined catchment area for the relevant age group, these are available to view at [RMBC Mapping](#). Applicants do not have to apply for their catchment area school and living outside a catchment does not prevent an applicant from expressing a preference for a particular school. However, applicants are reminded that living in the catchment area will give higher priority, although does not guarantee a place at a particular school(s).

FIND YOUR CATCHMENT AREA SCHOOL

You can use the catchment map to find your catchment area school.

- Visit [RMBC Mapping](#)
- Close the disclaimer
- Type your postcode in the address bar to search
- Select a property from the list (if yours is not shown press MORE)
- Click or tap on the property to select it
- The property will be shown on the map
- Select **What would you like to do?** in the top left corner
- Select **Map features**
- Select **Education**
- Tick the Primary & Secondary catchment boxes as required
- Click or tap the map and catchment area school/s will appear in a pop-up box

Waiting Lists

On the National Offer Day of 16 April 2026, the Admissions Team will establish a waiting list for Primary schools in Rotherham where the number of applications for those schools has exceeded the available places for entry into Reception.

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until the 31 December 2026 when it will cease.

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.

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.

In-year Admissions – Transferring School During the School Year

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers for all primary schools in Rotherham. Further information and the relevant application form is available on the Authority website:

[Transferring School during the school year – Rotherham Metropolitan Borough Council.](#)

A paper copy of the application form can be requested from the Admissions Team:

Telephone: 01709 823777

Email: admissions.enquiries@rotherham.gov.uk

If you are moving home, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant Admissions Authority.

- Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.
- Applications received during a weekend or bank holiday or during school holidays will be forwarded to the preferred schools on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open. Schools are required to respond to in-year transfer requests within a **maximum of 15 school days** from receipt of the application therefore, although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 15 school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on 1st May.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Admissions Authority by the Local Authority Admissions Team.

It should be noted that it is the Local Authority's policy that repeat applications made for entry to the same year group at the same school will not be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time 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.

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.

Any such requests will be considered by the Admission Authority (DSAT), taking into account 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 them being born prematurely.

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

Information on Appeals

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will usually be sent on behalf of the Admissions Authority by the Local Authority Admissions Team.

All parents/carers have the right of appeal to an independent appeal panel if you have received written confirmation that it has not been possible to offer your child a place at the schools you have applied for.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process are independent of the Admissions Authority.

Important requirements to note are:

- Appeals must be in writing stating the grounds on which the appeal is made;
- every parent has the right to attend the independent appeal in order to make their case;
- the parent can be accompanied by a friend or be represented by them;
- independent appeals are heard in private;
- the decision of the Appeals Panel is binding on both parents and the Admissions Authority;
- parents will receive written notification of the Appeals Panel decision.
- Dates – (parents will be advised at the earliest opportunity of appeal dates by the Clerk)

General Information on Appeals

A separate document containing details of the appeals procedure is available from the Local Authority for parents whose applications could not be satisfied.

Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority.

Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.

In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

Further information is available on the Local Authority website:

<https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals>.

Email schoolappeals@rotherham.gov.uk

USEFUL CONTACTS

ADMISSIONS TEAM

Children and Young People's Services

Riverside House

Main Street

Rotherham

S65 1AE

Contact an Admissions Officer on (01709) 823777
or email: admissions.enquiries@rotherham.gov.uk

APPEALS CLERK

Legal and Democratic Services,
Town Hall, The Crofts,
Moorgate Street,
Rotherham

S60 2TH

Tel: (01709) 822054

Email: schoolappeals@rotherham.gov.uk