



THE  
DIOCESE OF  
SHEFFIELD  
ACADEMIES  
TRUST

## DIOCESE OF SHEFFIELD IN PARTNERSHIP WITH ROTHERHAM LOCAL AUTHORITY

### Admission Policy for Treeton C of E Primary School 2025/2026

#### Introduction

Treeton C of E Primary School is a Church of England Primary School in the Diocese of Sheffield. It is maintained by Diocese of Sheffield academy trust.

The school provides a distinctively Christian education for children aged 3 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Treeton C of E is a Primary School which is part of an academy within DSAT in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the Admissions booklet.

The admission number for 2025/2026 is 45

Children will usually be admitted during the autumn term following their 4<sup>th</sup> birthday. However, parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and
- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age

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

#### Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to Treeton C of E Primary School, please complete the **Supplementary Information Form**. This is not an application

form for admission to school but will be used by the school when applying the admissions criteria.

3. The **Common Application Form** should be submitted by 15 January 2025 along with the **Supplementary Information Form** (if applicable)

### **Criteria For Admission**

(Please see Definitions below, e.g. Brother/Sister, Parent/Carer, Regular Church Attendance, Churches Together in England, Looked After Children to assist with your application)

1. Children in care / Looked after children and children who were previously in Care/ Looked after.
2. Children who have a brother/sister (see definition 1) attending the school at the time of anticipated admission.
3. Children whose parents/carers who reside in the ecclesiastical parish of Treeton.
4. Children who regularly attend the parish attend services within any of the churches of the benefice of the Rivers Team, consisting of: Treeton St Helen, Brinsworth St. Andrew; Catcliffe St Mary, and Tinsley St Lawrence but reside outside the ecclesiastical parish of Treeton.
5. Children whose parents/carers reside outside the ecclesiastical parish(es) of Treeton and regularly attend another Christian denomination participating in 'Churches Together in England'
6. All other children.

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Should the admissions limit be reached with siblings, at the same address, from multiple births then all multiple birth siblings will be admitted.

### **Tie Break**

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians' residential address is the shortest distance from the school entrance on Wood Lane. In the event of a tie break, the drawing of lots will be undertaken by someone independent of the admission authority.

**In Year Transfers** Local Authority will co-ordinate in year transfers for our school in 2025/2026

In service children who return to the UK and who the Ministry of Defence instruct the school to take by letter must be admitted.

## **Definitions**

### **Definition 1 - Brother/Sister**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

### **Definition 2- Parent/Carer**

A parent/carer 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 twice a month over the last 12 months. For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

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

Regular attendance at any of the services within any of the churches of the benefice of the Rivers Team (including Messy Church) is regarded as regular church attendance. The benefice of the Rivers Team includes Treeton, Brinsworth, Catcliffe, Tinsley and Waverley

### **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 looked after child is a child that is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time an application for admission to the 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. This includes 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

### **Definition 6 – Parish of Treeton**

**The geographical catchment area as defined by the Local Authority**

### **Place of residence**

A child's home address refers to the address where the child usually lives with a parent or carer. This will be the address provided in their application form. Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in their application form, provided that the child resides at that address for any part of the school week.

### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority scheme.

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school 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 Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
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 the normal admissions round**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

### **Appeals against the Governing Body'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 legislation. Details of the appeals procedure will be sent to parents by the local authority.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

Details of name/address to which appeals should be submitted:-

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

Tel: 01709 822058