

## **King Egbert School Admissions Arrangements for 2024-2025**

King Egbert 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, King Egbert 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 King Egbert School. The Learning Trust is fully supportive of the wider admission arrangements operated by Sheffield Local Authority and admissions are dealt with by the Local Authority Admissions Team:

5<sup>th</sup> Floor West Wing  
Moorfoot Buildings  
Sheffield  
S1 4PL  
Tel: 0114 273 5766  
Email: ed-admissions@sheffield.gov.uk

These arrangements continue the operation of a defined catchment area and feeder primary schools that have been operated historically for admission to the school.

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 the Mercia Learning Trust and King Egbert School by agreement.

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

### **Special Educational Needs**

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a statement of special educational needs (now re-named the Education and Health Care Plan) that names their school. This is not an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places or not. King Egbert School complies fully with this requirement.

### **Oversubscription Criteria**

In the event of oversubscription the following categories will be prioritised for places at King Egbert School, operated on the school's behalf by Sheffield Local Authority.

#### **Priority One**

##### Children in Public Care (Looked After Children)

All Admission Authorities MUST prioritise the admission of "Relevant Looked After Children" within their admission criteria. A "Relevant Looked After Child" is defined as: "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) is looked after at the time an application for admission to

a school is made and (b) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.

The Admission Code of Practice extend this category to also include children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being in care.

## **Priority Two**

### Catchment area with Sibling

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at King Ecgbert on the day of admission will be considered next.

The catchment area of King Ecgbert School can be found on the map on this link and by searching home post codes.

<https://www.sheffield.gov.uk/home/schools-childcare/school-catchment-checker>

The definition of a sibling for these purposes is given below.

This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

A sibling is a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister)

and in both cases will be attending King Ecgbert School at the point of entry.

In circumstances where an older sibling attends King Ecgbert School sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

## **Priority Three**

### Catchment Area

Children who normally reside with a parent or person with parental responsibility in the defined catchment area but will not have a sibling at King Ecgbert at the point of admission will be considered next.

## **Priority Four**

### Brothers or sisters (siblings) of children refused a place at their Sheffield catchment school

A sibling is a child who permanently or usually lives at the same address as:

Brothers or sisters (siblings)

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

and in both cases will be attending King Egbert School at the point of entry.

In circumstances where an older sibling attends King Egbert School sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

## **Priority Five**

### Designated Feeder School

Applicants for a Year 7 place at King Egbert School whose children attend a designated feeder primary school but do not fit into any of the above categories above will be considered next.

King Egbert's designated feeder primary schools are: Dore Primary School, Totley Primary School, Totley All Saints Primary School, Lowfield Primary School, The Nether Edge Primary School (joint status with High Storrs School), Carterknowle Junior School (joint status with High Storrs School), Sharrow Primary School (joint status with King Edward VII School, Silverdale School, High Storrs School)

*Parents are advised In the Sheffield Guide for Parents " that If they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there.*

## **Priority Six**

### All other applicants

Any applicant who does not fall into one of the above categories will be considered next.

## **Tie Breakers**

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

### A. Exceptional medical, social or special educational needs

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Admission Committee (AC) but only within its admission category. It is the parent's responsibility to provide supporting evidence.

The applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Academy to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by supporting evidence.

Further information about the Admission Committee can be found in the Local Authority Composite Prospectus, [A Guide for Parents](#)

## B. Distance

In circumstances where exceptional circumstances are not demonstrated, the final tie-breaker will be the distance from the home address to the school building. This is a straight line measurement from the house to a specific point at the school building.

Where the remaining place could be made for a number of children living equi-distant from the school the determination of the single offered will be made by random allocation.

The random allocation will:

- Be independently supervised by a representative of the Legal and Governance Service of Sheffield LA
- Take place on a date and time notified in advance to the participating parents so that they can attend as witnesses

## **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'.

## **Appeals**

Appeals for entry to Year 7 will be administrated by the Local Authority on behalf of the Academy and in line with the statutory Appeal Code of Practice. Appeals will be heard at the Sheffield Town Hall. Parents will be advised of the exact closing date for appeals applications and appeal procedures when they receive notification of the outcome of their application on 1 March 2024. Appeal Application Forms can be obtained from the Local Authority or downloaded from their website.

You will be notified of the date and time of your appeal in writing by the City Council. Schedules will be determined after the closing date for receiving appeals.

Please note that the appeal panel is independent of the Academy and the Local Authority, and its decision is legally binding on both the Academy and on parents For any further advice on the appeals process please contact the Admissions Team on 0114 273 5790 or email [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

## **Waiting Lists**

A waiting list will be maintained until 31 December 2024 for transfer to King Egbert (Year 7). Parents may remain on the waiting list beyond December if they wish and would be required to contact the admission team.

## **Admissions Team contact details**

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

Telephone: 0114 273 5790  
Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

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