

## **King Egbert School Admissions Arrangements for 2025-2026**

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:

School Admissions  
Floor 5  
Howden House  
Union Street  
S1 2SH  
Email: [ed-admissions@sheffield.gov.uk](mailto: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.

The Pupil Admission number for admission in the 2025-2026 year is 240, however a temporary increase to 250 has been agreed for his academic year.

### **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 Care (previously In Care)

Children who are in care or previously in care, including those children who appear (to the admission authority) to have been in state care outside of England, will be prioritised at their

preferred school. Children previously in care are children who were in care but ceased to be so because they were adopted or became subject to a child arrangement 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:

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

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.

The Authority does prioritise catchment area residents, however places are not guaranteed.

## **Priority Four**

Children who will have an older brother or sister (sibling) at the preferred school on the date of admission, will be offered a place if any places remain after all above categories have been allocated.

A pupil is not afforded sibling status if the older sibling transfers to a school sixth form having not previously attended there.

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

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

and in both cases will attend the preferred school at the time of entry.

## **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.

In circumstances where two or more children live at addresses that are equidistant from the school the place will be allocated through the process of Random Allocation.

## **Twins and Multiple Births**

In circumstances where there is one place remaining and the next eligible children are twins or multiple birth, the Local Authority may make an exception and allocate above the admission number. The Authority cannot guarantee that other siblings of multiple birth families will automatically follow if one is offered a place through normal arrangements.

## **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**

The following appeal process does not apply to pupils with a statement of special educational needs or Education Health Care Plan. If your child has a statement or Education Health Care Plan, please contact the SEN Transition Team on 0114 273 6394 for further details.

If your child has been refused a place at a school, you have a right of appeal to an Independent Appeal Panel. To appeal you must complete an appeal form which must be obtained by downloading a form from; Sheffield City Council's website;

[www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

or by contacting the Admissions Team;

The Admissions Team  
Floor 5,  
West Wing  
Moorfoot  
Sheffield

S1 4PL  
Tel: 0114 273 5790  
ed-admissions @sheffield.gov.uk

Before completing your appeal form, you should read the 'Guidance for Parents on Appeals' document that accompanies the appeal form. It has been produced to help you understand the role of the Independent Appeal Panel. You should set out the reasons why you want your child to attend the particular school and include any supporting documentation.

You should return your completed form and any supporting information to:  
Legal and Governance,  
Town Hall,  
Sheffield  
S1 2HH.

Appeal hearings for forms received after the date advised in the letter may be subject to delay. You will be notified in writing by Legal and Governance Services about the date when the Appeal Panel will meet to consider your application.

You have the right to attend the hearing which may be held virtually and speak in support of your appeal and you may, if you wish, be accompanied by a friend or representative.

**THE INDEPENDENT APPEAL PANEL'S DECISION IS FINAL AND BINDING ON THE ADMISSIONS AUTHORITY, THE SCHOOL AND THE PARENT. PLEASE NOTE:**

You may not appeal again for the same school in the same academic year unless there has been a significant and material change in circumstances. Appeals for a school not maintained by Sheffield local authority. If you wish to appeal for a school in a neighbouring Authority, you must obtain an appeal form from that Authority. Please note, if you successfully obtain a place through Appeal at a school maintained by another Authority, your child's place at a Sheffield school will be withdrawn.

Appeals that are submitted on time will normally be held between April and June 2025.

### **Waiting Lists**

A waiting list will be maintained until 31 December 2025 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

Admissions Team: Pupil Admissions, Floor 5, Howden House, Union Street  
S1 2SH