



# Chaucer School

A member of Tapton School Academy Trust

## Admissions Policy 2023

**Date approved / Reviewed:** September 2023

**Date to be reviewed:** September 2024

## **Chaucer School Admissions Arrangements**

Chaucer School is a medium size comprehensive school located in the north of Sheffield. Chaucer School is a member of Tapton School Academy Trust.

Chaucer 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.

The Tapton School Academy Trust is the "Admission 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 Academy Trust for admission to Chaucer School. Tapton School Academy

Trust is fully supportive of the wider admission arrangements operated by Sheffield Local Authority and 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 Chaucer School and Tapton School Academy Trust by agreement.

Sheffield Local Authority is also responsible for co-ordinating "in-year" applications on behalf of the 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. Chaucer School complies fully with this requirement.

### **Oversubscription Criteria**

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

## Priority One

### Children in Public Care (Looked After)

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. **Highest priority must also be given to children who appear to the admission authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only. Paragraph 1.7 of the Code expands the definition of previously looked after children to include those children who were in state care outside of England but who were then adopted. State care is further defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions.**

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 residence order or special guardianship order.

## 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 Chaucer School on the day of admission will be considered next.

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

[School catchment areas \(sheffield.gov.uk\)](https://www.sheffield.gov.uk/schools/catchment-areas)

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 tiebreaker 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 Chaucer School at the point of entry.

### **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 Chaucer at the point of admission will be considered next.

### **Priority Four**

#### Siblings

A non-catchment 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 Chaucer School at the point of entry.

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

### **Priority Five**

#### Contributory Feeder School

Applicants for a Year 7 place at Chaucer School whose children attend a designated feeder primary school but do not fit into any of the above categories 1, 2, 3 or 4 above will be considered next.

Chaucer School's designated feeder primary schools are: Hillsborough, Meynell, Parson Cross and Southey Green Primary Schools.

*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, "Admission Guides for Parents"

[Apply for a school place \(sheffield.gov.uk\)](https://sheffield.gov.uk)

### **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 equidistant 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

## **Admission Appeals**

If your application for a place at Chaucer is refused, you will have the right to appeal against the decision to an independent appeal panel. The Local Authority will provide you with further information on the process and how to appeal when you receive your decision. Information about the appeal procedure can be found at

[Oversubscribed schools and appeals \(sheffield.gov.uk\)](https://www.sheffield.gov.uk/education/schools/oversubscribed-schools-and-appeals)

## **Admissions outside the normal admissions round**

Children in public care for whom an application is received outside the normal admission round will be considered for priority admission in accordance with the requirements of the Local Authority's Fair Access Protocol.

All other applications will be considered against the above oversubscription criteria. Children of Services personnel will be considered under the Local Authority's Fair Access Protocol where an application is received outside the normal admission round.

## **Equal Preference**

The statutory Admission Code of Practice made the practice of offering places on a "First Preference First basis unlawful. All Admission Authorities in Sheffield must operate an Equal Preference system when determining the final school offer. This means that each of the three preferences will be considered as equal preferences and oversubscription criteria applied to each preference irrespective of ranking. The ranking of the preferences is relevant only where the applicant is eligible for more than one school. In this case a place will be offered at the highest ranked school for which the child is eligible.

## **Waiting Lists**

A waiting list will be maintained until 31 December for transfer to Chaucer School (Y7).

Parents may remain on the waiting list beyond December if they wish and would be required to contact the admission team.

## **Key Dates**

Closing date for Applications **31 October**

National Allocation Day **1 March**

Open Evenings will be announced on our school website.

## **Admissions Team contact details**

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

Telephone: 0114 2735790

Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

Admissions Team: Inclusion and Learning Service, Floor 5, North Wing, Moorfoot, Sheffield  
S1 4PL