

Emmanuel Junior Academy

Admissions Policy 2020-2022



Approved by: Governing Body

Date: July 2020

Last reviewed on: July 2020

Next review due by: July 2022

'Be Respectful, Be Courageous, Be Safe'



This policy has been changed following the national consultation and publication of the new Admission Code. A review of a new Admission Code – (October 2014)

<https://www.gov.uk/government/consultations/changes-to-the-school-admissions-code>

Table of Contents

1. Introduction	2
2. Making an Application	3
3. Criteria for Admission	3
3.1 Oversubscription Criteria	3
3.2 Tie Break	4
4. In Year Transfers	4
5. Definitions	4
6. Place of residence	5
7. Late Applications	5
8. Waiting List	5
9. False Information	5
10. Applications outside the normal admissions round	6
11. Appeals against the Governing Body's decision to refuse admission	6

1. Introduction

Emmanuel Junior Academy is a Anglican/Methodist School in the Diocese of Sheffield. The school provides a distinctively Christian education for children aged 7 to 11 years.

VISION

To create a welcoming Christian community where every child is viewed as a special person created and loved by God. Every member of our school community is valued for who they are and empowered to be the best they can be. We support every child to develop into lifelong learners who are resilient, socially skilled, and successful in all aspects of their lives.

**'Do all the good you can
By all the means you can
In all the ways you can
In all the places you can
At all the times you can
To all the people you can
As long as ever you can.'
John Wesley**

***'Start children off on the way they should go, and even when they are old they will not turn from it.'* (Proverbs 22:6)**

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.

Emmanuel Junior Academy is a Sheffield school which is part of the Diocese of Sheffield Academies Trust, 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 by its duty to the community.

The admission number for 2021/22 is 60 and children will usually be admitted during the autumn term following their 7th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child.

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form [S1].

2. Making an Application

1. Applications are made either online or on the Common Application Form
2. To support your application to Emmanuel Junior Academy, 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 online application or Common Application Form should be submitted by 31st January 2022 along with the Supplementary Information Form (if applicable)

3. Criteria for Admission

Children who have an Education Health and Care Plan and where the school is named as the most appropriate education setting for the child will be admitted.

3.1 Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of Hackenthorpe and regularly (see definition 3) attend the church of Emmanuel or Hackenthorpe.
5. Children who reside in the parish of Hackenthorpe and regularly (see definition 3) attend the parish church of Hackenthorpe.
6. Children of parents /carers who reside in the parish of Hackenthorpe and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
7. Children who reside in the parish of Hackenthorpe and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
8. Children who reside outside the parish of Hackenthorpe and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England'.

9. Children who are resident in the parish of Hackenthorpe.

10. Children of staff of the school (see definition 6)

11. 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.

3.2 Tie Break

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

4. In Year Transfers

We will work closely with Sheffield Local Authority to co-ordinate in year transfers for our school in 2021//22.

5. 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 once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' at least once a month over the past 6 months. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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.

Definition 4 – Churches Together in England

Ref:www.churches-together.org.uk

Please refer to the website for an up to date list.

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.

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 - Children of Staff at School

Children of staff

a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or

b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

6. Place of residence

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

7. Late Applications

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

8. 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.

9. 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.

10. Applications outside the normal admissions round

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

11. 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 Appeals Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority/academy
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 (usually within 10 days). Appeals will be held within the timescales set out in the Admission Appeal Code.

Please address these to:

Mrs Lorraine Shaw
 Chair of Governors Emmanuel Junior Academy Thorpe Drive
 Waterthorpe
 Sheffield
 S20 7JU

Useful Contacts

Admissions Team ed-admissions@sheffield.gov.uk 0114 273 5766
 Legal & Governance 0114 273 4008

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.