

# **ASTON ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL**

**A school in the Diocese of Sheffield Academy Trust**

**Headteacher: Mrs R Webster**

**Telephone 0114 2872100**

## **ADMISSIONS ARRANGEMENTS FOR ENTRY TO SCHOOL 2026-27**

### **INTRODUCTION**

Aston All Saints Church of England Primary School is a Church of England primary school in The Diocese of Sheffield Academies Trust.

The Trust Board is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, by advice from the Diocesan Board of Education and its duty to the community and the Common Good.

This policy should be read in conjunction with the booklet "Admission to Primary Education" published by Rotherham Metropolitan Borough Council. (the Admissions Booklet),

The admission number for this year is 30 and all children will be admitted during the Autumn Term prior to their 5th birthday.

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 US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM**

## **PARENTAL PREFERENCE**

The local education authority Common Application Form provides the opportunity for parent(s) to express up to three choices of schools in rank order of preference. PLEASE NOTE HOWEVER that ALL applications will be considered by the admission authority of this school on an equal preference basis. This means that all applications for a place at this school will be assessed according to the admission criteria and no priority will be given according to the ranking.

Ranking by your preference will only be used in the final allocation of places within the LA's co-ordinated scheme where there is more than one potential offer.

## **CO-ORDINATED SCHEME FOR ADMISSION ARRANGEMENTS**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents who have expressed a preference for a Rotherham school before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Voluntary Aided primary schools within the Rotherham area, including Aston All Saints Church of England Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

## **CRITERIA FOR ADMISSION**

A small number of children will have an Education Health Care Plan that names this school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

Where there are more applications for admission than the planned admission number stated, the Governing Body's Admissions Committee will apply the criteria in strict order of priority.

<b>School</b>	<b>PAN for the relevant age group</b>	<b>Associated Infant or Junior School, where applicable (as referenced in the oversubscription criteria)</b>
<b>Aston All Saints C. of E. School</b>	30	N/A

## **Criteria for Admission**

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 6) attending the school at the time of anticipated admission.
3. Children whose parents/carers reside in the ecclesiastical parish of Aston-cum-Aughton.
4. Children who regularly attend the parish church of Aston-cum-Aughton but reside outside the ecclesiastical parish of Aston-cum-Aughton\*
5. Children whose parents/carers reside outside the ecclesiastical parish of Aston-cum-Aughton and regularly attend another Christian denomination participating in 'Churches Together in England'
6. All other children.

\* Church attendance - criteria 4 & 5

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.

## **Definitions**

### **Definition 1**

- a) A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a 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.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

### **Definition 2**

"parent(s)" means the parent(s) or legal guardian/carer with whom the child normally lives.

### **Definition 3**

"regularly attend" means has attended church services at least 24 times in the twelve months prior to the date on which the application is

made. A minimum of twelve must be attendance at a Sunday service.

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.

**Definition 4**

“Parish” means the ecclesiastical parishes of All Saints, Aston-cum-Aughton and Holy Trinity, Ulley.

**Definition 5**

The Christian denominations participating in ‘Churches Together in England’ can be found on the CTE web site <http://cte.org.uk/>

Places will be allocated based on your residential address on **15 January 2026**. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence or where multiple applications are received.

**Definition 6**

For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- brother/sister to be permanently resident at the same address.
- stepbrother/stepsister to be permanently resident at the same address.
- half-brother/half-sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- child of the parent/carer’s partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address.
- foster brother/sister resident at the same address.

**In Year Applications**

The Local Authority is not required to co-ordinate all applications for children requiring a school place outside of the normal admissions round, although in Rotherham most schools choose to be part of the co-ordinated scheme. This means that, if you require a school place for your child at any other point than the normal point of entry (an In Year

application or transfer) you are advised to check on [Applying for a School during the School Year – Rotherham Metropolitan Borough Council](#) to ensure you make an application in the correct way.

### **Distance Criterion**

Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on the National Closing Date, live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”). Distance measurements are calculated (by the Local Authority Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

### **Tie Breaker**

Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g., flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of the Local Authority independent of the School Admissions Team.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

Any applicant who wishes for information to be considered on the basis of Social or Medical criteria must provide the relevant information at the time of application. This could include a letter from a consultant and must evidence why the preferred school is the only school the child can attend. Applicants wishing to be considered under this category are strongly advised to make additional preferences for schools at

which they have high priority in the admission arrangements. All evidence received will be considered by a panel of Local Authority Officers to determine whether attendance at the preferred school is essential.

## **Waiting Lists**

On the National Offer Day of 16 April 2026, the Admissions Team will establish a waiting list for all schools in Rotherham where the number of applications for those schools has exceeded the available places for entry into Reception.

The Local Authority Admissions Team will administer the waiting list on behalf of all schools which will operate until the 31 December when it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

## **FALSE INFORMATION**

Where the Trust Board has made an offer of a place on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn

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. 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.

## **APPEALS AGAINST THE ADMISSIONS DECISION**

If a place is not offered, parents have a right of appeal which will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.

Appeals must be submitted in writing to the LA within 21 days of the date of the notification that the application for a place at the school was unsuccessful.

## **Useful contacts**

Admissions team

Children and Young People's Services, Riverside House, Main Street, Rotherham. S65 1AE Contact an Admissions Officer on (01709) 823777 or email:

[admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

**APPEALS should be sent to –**

The Appeal Clerk, Legal and Democratic Services

Town Hall, The Crofts, Moorgate Street Rotherham S60 2TH

## **HOW TO APPLY FOR A PLACE FOR YOUR CHILD AT ASTON ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL**

Early in the Autumn Term of the academic year prior to the one in which your child will start school, you should receive from the Local Authority an information booklet containing two forms:

- COMMON APPLICATION FORM FOR ENTRY TO PRIMARY SCHOOL
  - MINISTER OF RELIGION REFERENCE FORM TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL (Additional Information Form)

**These forms should be returned to the Local Authority by the closing date.**

The closing date for receiving applications by the Local Authority and the Offer Day will be as stated on the Common Application Form (15<sup>th</sup> January).

### **Documentation**

1. The school requests additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category.
2. The Supplementary Information Form should be completed, securely attached to the Common Application Form and returned to the LEA
3. Where regular attendance at a place of worship is to be taken into account, you should also fill in the “Minister of Religion Referral Form” (on the reverse of the Supplementary Information Form) and get it countersigned by your Minister of Religion.
4. The Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school. However, failure to complete and return the Additional Information Form may affect which priority of admission category your application is placed in.

### **Applications should be sent to:**

Rotherham Metropolitan Borough Council  
Children and Young People’s Services  
School Planning, Admissions and Appeals Service  
Riverside House, Second Floor, Wing C, Main Street, Rotherham, S60 1AE