

# Meadowhead School and Sixth Form



## Admissions Policy 2027-2028

This is a policy of Meadowhead School and Sixth Form.

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At Meadowhead, we make a difference



## Contents

1. Aims.....	2
2. Legislation and statutory requirements.....	2
3. Definitions .....	2
4. How to apply .....	3
5. Requests for admission outside the normal age group.....	3
6. Allocation of places .....	4
7. In-year admissions.....	6
8. Appeals.....	7
9. Monitoring arrangements .....	7

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### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children**, as defined in section 22 of the Children Act 1989 are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, (defined in section 8 of the Children Act 1989, as amended by section 12 of Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

## 4. How to apply

As an Academy, Meadowhead School is its own admission authority. However, the school has chosen to retain the Local Authority's admission arrangements, and applications for admission are handled by the Secondary Admissions Team at Sheffield City Council.

For applications in the normal admissions round you should use the application form provided by your **home local authority** (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

You can ask for your child to be educated with a different age group. This could be because they are gifted and talented or have experienced problems such as ill-health.

If your child already attends school, you can ask the Headteacher about this. If your child is not yet on a school roll, please contact the Local Authority for information and advice.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has a published admission number of 330 pupils for entry in Year 7 for the academic year 2027-2028.

The closing date for returning application forms to the Local Authority for Year 7 admission is 30<sup>th</sup> October 2026\*, or midday on 12<sup>th</sup> October 2026\* for online applications.

\*Dates at this stage are provisional – the Local Authority will confirm final application deadlines and publish these on the website in due course - <https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

On 1<sup>st</sup> March 2027, parents of Year 7 students joining secondary schools in 2027 will be informed of their single allocated school place.

The published admission number for entry into Year 12 (Sixth Form) in 2027-2028 is 100 for external students. We take all internal students who meet the entry requirements.

### **6.2 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, the Local Authority will allocate places to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Pupils living in the catchment area, with a sibling\* who is already attending Meadowhead School, and will still be on roll when the Y6 pupil transfers to Meadowhead School.
3. Pupils living in the catchment area and currently attending a Feeder Primary School. The named feeder schools are:
  - Abbey Lane
  - Bradway Primary
  - Greenhill Primary
  - Lowedges Primary
  - Lower Meadow Primary
  - Norton Free
  - Woodseats Primary
4. Pupils living in the catchment area only.

5. Children who do not live in the catchment area who will have siblings\* attending the school on the day of admission
6. Children who do not live in the catchment area but attend a designated Feeder Primary School.
7. All other applications

\*A child will only be afforded 'sibling' status if the older sibling has attended the school prior to Sixth Form.

### **6.3 Tie break**

A pupil may be prioritized within their admission category if they provide third party evidence in support of their application **and** the circumstances are deemed to be exceptional by the Admission Committee.

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Dyche Lane.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **6.4 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

### **6.5 Fair Access Protocol**

We participate in Sheffield City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

## **6.6 Children of UK service personnel and crown servants**

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date. We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

## **6.7 Withdrawing an offer of a place**

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

## **7. In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

As an Academy, Meadowhead School is its own admission authority. However, the school has chosen to work with the Local Authority in-year coordinated admission processes, and applications for in-year admissions are handled by the Secondary Admissions Team at Sheffield City Council.

Application forms for in-year admissions are available on request from the school and should be sent to the following address:

Sheffield City Council School Admissions

Admissions  
Floor 5, West Wing  
Moorfoot  
S1 4PE

Tel: 0114 2735766

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

Parents will be notified of the outcome of in-year applications in writing within 15 school days.

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. You have the right of appeal to an Independent Appeal Panel (IAP), which is managed by Sheffield City Council on behalf of Meadowhead School.

If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Sheffield City Council School Admissions

Admissions  
Floor 5, West Wing  
Moorfoot  
S1 4PE

Tel: 0114 2735766

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

You can download appeals guidance, details of the school appeals timetable and relevant forms using the following link:

[Oversubscribed schools and appeals \(sheffield.gov.uk\)](#)

## 9. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.