



Admissions Policy

2025-2026

“This is the admissions policy for admissions to school in the school year 2025 – 2026. It was agreed in February 2024 and will be used for applications made by parents during the school year 2024-2025, for children who will start school from September 2025.”

Introduction

At Travis St Lawrence CE Primary School, we believe that all should have the opportunity to belong, believe, learn and achieve. Our Admissions policy encompasses our vision.

Travis St Lawrence CE Primary School is a Church of England Primary School in the Diocese of Sheffield. It is part of the Diocese of Sheffield Academy Trust.

The school provides a distinctively Christian education for children aged 3 to 11 years.

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.

Travis St Lawrence CE Primary School is a Voluntary Aided Primary School in which the Trust 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 its duty to the community.

This policy should be read in conjunction with the rest of this booklet.

Reception Class Admissions

The admission number for this year is 60.

Children will usually be admitted during the autumn term following their 4th 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).
- b) That their child take up the place part-time until the child reaches compulsory school age.

Nursery Class Admissions

The admission number for this year is 39.

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability places, successful applicants will be eligible for admission during the term following their third birthday.

Pupils are entitled to 15 hours free provision per week for 38 weeks.

Please contact the school office or email admin@tsl.dsat.education for additional information on how you can access extended hours. Information is also available regarding charges for these and arrangements.

Closing and Announcement Dates

The closing date for receipt of applications for nursery will be 31 October 2024. Late applications are accepted and will be considered after those received by the closing date have been processed.

Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August will normally be admitted part-time to a nursery class from the start of the following school year.

Only in exceptional circumstances will a pupil be allowed to transfer between schools during a term i.e. where they change their address or there is a change in child care arrangements.

Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the school in criteria order as follows;

- a) Children born in the Autumn Term may be able to start in the Spring Term.
- b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements

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

Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to Travis St Lawrence CE Primary School, please complete the **Supplementary Information Form**. This is not an application

form for admission to school but will be used by school when applying the admissions criteria.

3. The **Common Application Form** should be submitted by the closing date for applications along with the **Supplementary Information Form** (if applicable)

Criteria For Admission

PLEASE NOTE: Children who have a statement of special educational need that names the school as the most appropriate educational setting will gain a place at the school through the EHCP process. EVIDENCE OF THE CHILD'S EHCP MUST BE PROVIDED.

Oversubscription Criteria

Please see Definitions on page 4, Brother/Sister, Parent/Carer, Regular Church Attendance, Churches Together in England, Looked After Children to assist with your application.

Where there are more applications for admission than the planned admission number stated, the Trust /Admission committee will apply the following admission 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).
2. **Children who have an older brother or sister** (see definition 1) **attending the school at time of anticipated admission.**
3. **Children whose parents/carers who reside in the ecclesiastical parish of St Lawrence, Hatfield.**
4. **Children who regularly attend the ecclesiastical parish of St Lawrence, Hatfield.** (See definition 3) **but reside outside the ecclesiastical parish of St Lawrence, Hatfield.**

5. **Children whose parents/carers reside outside the ecclesiastical parish of St Lawrence, Hatfield and regularly (see definition 3) attend another Christian denomination church participating in “Churches Together in England” (see definition 4).**
6. **Children of staff of the school (see definition 6)**
7. **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 point of the front entrance of the pupil’s home address (including flats), to the main pupil entrance of the school on Cuckoo Lane, lower site, with those living closer to the school receiving higher priority.

Tie Break

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians’ residential address is the shortest distance from the school entrance on Cuckoo Lane, Lower site.

In Year Transfers

We will work closely with Doncaster Local Authority to co-ordinate in year transfers for our school.

FOOTNOTE

The school number has been calculated according to the net capacity of the school which the law defines and had been agreed with the Local Authority.

DEFINITIONS

1. Definition of brother or 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.

2. Definition of parent/carer

A parent/carer is any person who has parental responsibility. Where admission arrangements refer to 'parents/carer attendance at church' it is sufficient for just one parent/carer to attend. 'Family members' include only parents and siblings.

3. Definition of regular attendance at Church

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.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form.

4. Definition of Churches Together in England

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

Please refer to this website for an up-to-date list, found in their menu. This may be termed 'Member Church Directory' or 'List of Participating Churches.'

5. Definition of a looked after child

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's 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.

6. Definition of children of staff at school

Children of staff

- a) Where the member of staff is employed at the school 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 skills shortage.

PLACE OF RESIDENCE

A child's home address refers to the address where the child usually lives with a parent or carer. This will be the address provided in their application form. Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in their application form, provided that the child resides at that address for any part of the school week.

LATE APPLICATIONS

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

WAITING LISTS

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 Trust'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, they will be placed on the list, above those with a lower priority.

FALSE INFORMATION

1. Where the Trust has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carers, 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 upon 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.

Applications outside the normal admissions round will be dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

APPEALS AGAINST THE TRUST'S DECISION TO REFUSE ADMISSION

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.
2. Parents who intend to make an appeal against the Trust's decision to refuse admission must submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section
Directorate of Resources
Doncaster Council
Civic Office
Waterdale
Doncaster DN1 3BU

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

DOCUMENTATION REQUIRED

1. *The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*
2. *The Supplementary Information Form, obtainable in the LA admission booklet, **MUST be completed and securely attached** to the Common Application form and returned to the Local Authority.*
3. *Minister's reference to support regular church attendance.*
St Lawrence's church, Hatfield, Ministers reference
Reference MUST be handed into school office for completion by, Hatfield, St Lawrence's minister.
4. *A copy of the Parents/carers or Childs regular attendance register.*
Hatfield, St Lawrence's Church's attendance register

Parents/carers must ensure that they complete the attendance book held by church on each visit. This attendance register will be forwarded to school.

5. *This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school, however it does affect the admission category your application will be placed in.*

6. *Failure to complete and return the sheet “SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND SCHOOL” may affect the admission category in which your application is placed.*

USEFUL CONTACTS

ADMISSIONS TEAM

Civic Office
Waterdale
Doncaster
South Yorkshire
DN1 3BU

Contact an Admissions Officer on
(01302) 736000

APPEALS CLERK

Civic Office
Waterdale
Doncaster
South Yorkshire
DN1 3BU

Contact Appeals Clerk on
(01302) 737274.

or email:

customer.services@doncaster.gov.uk