

Admission Policy for Clifford All Saints C of E Primary School– 2025/26

Clifford All Saints C of E Primary School
Ringinglow Road S11 7PQ
Sheffield City Council

Tel: - 0114 2662977

Introduction

Clifford All Saints Church of England Aided Primary School is a Church of England voluntary aided primary school in the Diocese of Sheffield and is part of the James Montgomery Academy Trust.

The school provides a distinctively Christian education for children aged 4 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. This two-fold aim of being “distinctively Christian” and “serving the local community” are reflected in the school’s admission criteria.

Clifford All Saints C of E is a Voluntary Aided School in which the Governing Body 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.

The admission number for 2025/2026 is 30 and children will be admitted during the Autumn term following their 4th birthday

Changes to the school admissions programme have come into effect which results in more choice for parents about the right time for their child to start school.

These choices are:-

- All four year old children can start reception in a primary school in the September after their fourth birthday.
- Parents/carers may choose to defer their child’s admission until January depending on their child’s date of birth.
- If you choose to defer, you continue to be entitled to free early learning (15 hours per week term time) in an early years setting of your choice.
- Compulsory starting age remains the same—children must start school the term after their fifth birthday.

Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to Clifford All Saints All Saints C of E Primary School, please complete the **Supplementary Information Form**. This is not an application for admission to school but will be used by the school to place your application in the correct priority of admission category.

3. **The Common Application Form** should be submitted to the **Local Authority** by 16 January 2025 and the Supplementary Information Form (if applicable) should be submitted to the school.
4. Failure to complete and return the Supplementary Information form will affect the priority of admission category in which your application is placed.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2025/2026 is 1st September 2025

Parental Preference

The Local Authority common application form provides the opportunity for Parents/Carers to express up to three choices of schools in rank order of preference. The Governing Body, as the Admission Authority, has determined that it will acknowledge the parental preference as expressed by the parents/guardians on the common application form in the following manner. ALL applications will be judged on 'equal preference' and EACH INDIVIDUAL application ranked according to the criteria for admission.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Sheffield LA and who have expressed a preference for a Sheffield 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 Governing Bodies of the Voluntary Aided primary schools within the Sheffield area, including Clifford All Saints C of E Primary. Details of the co-ordinated scheme can be obtained from the Authority.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan which names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

Oversubscription Criteria

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

Children who:

1. Are in Public Care (Looked After Children), children who were previously in Care/Looked After (*see definition 1*) and IAPLAC (Internationally Adopted Previously Looked After Children)
2. Have an elder sibling (*see definition 2*) in school at the time of admission.

3. With his/her parents/carers regularly and frequently attend (*see definition 3*) St. Andrew's Psalter Lane Church or All Saints Ecclesall.
4. With his/her parents/carers regularly and frequently attend (*see definition 3*) another Christian denomination subscribing to a Trinitarian confession.
5. With his/her parents/carers are active members of other World Faiths and whose parents wish them to attend this Church of England Voluntary Aided School.
6. Children of staff of the school. (*see definition 4.*)
7. Have parents/carers seeking a Christian environment for their children's education.
8. All other children.

If the admission number is reached mid criteria, applications in that criteria will be prioritised on the distance of the child's ordinary place of residence to the main entrance to the school building measured in a straight line using the Local Authority's computerised measuring system.

Tie Break

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

Definitions:

Definition 1

A 'relevant Looked after Child' is a child that is looked after by a local authority in accordance with Section 22 of the Children's 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. 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 2 - 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/carers partner and in every case the child should be living in the same family unit at the same address.

Definition 3

Definition of "regular and frequent"

The Governing Body defines regular and frequent as attendance by parents/carers at a place of worship at least once a month for a minimum period of 2 years prior to the closing date for applications. Regular attendance by children is defined as attendance at a place of worship at least once a month over the past twelve months. Parents/carers whose application is based on attendance at a place of worship should submit the Minister of Religion Reference Form available with the Common Application Form.

Definition 4

Children of staff

- a. Where the member of staff has been employed at the school for two or more years at the time of 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.

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 latest 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.

Late Applications

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

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

In Year Transfers

Sheffield Local Authority will co-ordinate in year transfers for our school.

Timetable

Closing date for receipt of online applications by LA	05 December 2024
Closing date for receipt of paper applications by LA	16 January 2025 (noon)

Offer date	17 April 2025
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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, 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.

Applications outside of the normal admissions round

All Years

Clifford All Saints C of E Primary School participates in the Local Authority's Co-ordinated Admission Scheme for in-year admissions. If a parent of a child on our roll wishes to apply for a transfer to another school, they must obtain a transfer form from the school for completion of Section 2. The application must then be sent to the Local Authority which will process the application on the parent's behalf. The Local Authority will confirm the outcome of the application in writing within 15 school days. If the application is refused, the Local Authority will advise on the statutory appeal procedure. Details of the Co-ordinated Admission Scheme and how-in year applications are managed can be seen at <https://sheffield.gov.uk/home/schools-childcare/apply-school-place.html>.

Families New to the City

For families that are new to the city, they should contact the Children Missing in Education Team at ed-missingchildren@sheffield.gov.uk or 0114 273 6462 to arrange an appointment to make an admission application.

For further information please contact the School Administrator on 0114 2662977.

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 Appeal Panel formed in accordance with legislation.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal in accordance with the appeals code. Details of the appeals procedure will be sent to parents by the Local Authority.

Appeals held June 2025 onwards.

***Director of Legal Services
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