



Anns Grove Primary



NAME OF POLICY

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Date of issue	01/09/2026
Date ratified	14/01/2026
Date for review	31/08/2027

DOCUMENT CONTROL

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed and consulted on at least every 7 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.

Introduction

Anns Grove Primary School operates within the statutory Admission Code of Practice. The admission arrangements set out in this document include the oversubscription criteria and other detailed information that explains how the school manages this function.

The Academy is the "Admission Authority" and is responsible for setting and applying its own admission arrangements. The admission arrangements that are set out below are those determined by the Mercia Learning Trust for admission to Anns Grove Primary School. The Learning Trust is fully supportive of the wider admission arrangements operated by Sheffield Local Authority and these arrangements continue the operation of the defined catchment area - see Appendix A.

Sheffield Local Authority co-ordinates the allocation process for the normal year of entry for all Sheffield residents and applies the criteria on behalf of the Mercia Learning Trust by agreement.

Sheffield Local Authority is also responsible for co-ordinating "in-year" applications on behalf of the Mercia Learning Trust.

Special Educational Needs

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a statement of special educational needs (now re-named the Education and Health Care Plan) that names their school. This is not an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places or not. Anns Grove Primary School complies fully with this requirement.

Oversubscription Criteria

In the event of oversubscription the following categories will be prioritised for places at Anns Grove Primary School, operated on the school's behalf by Sheffield Local Authority.

Priority One

Children in Public Care (Looked After)

All Admission Authorities MUST prioritise the admission of "Relevant Looked After Children" within their admission criteria. A "Relevant Looked After Child" is defined as: "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) is looked after at the time an application for admission to a school is made and (b) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school. The Admission Code of Practice extend this category to also include children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

Priority Two

Catchment area with Sibling

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at Anns Grove Primary School on the day of admission will be considered next. The catchment area for all Sheffield schools can be found on the map on this link and by searching home postcodes.

<https://www.sheffield.gov.uk/schools-childcare/school-catchment-checker>

The definition of a sibling for these purposes is given below.

This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

A sibling is a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister)

and in both cases will be attending Anns Grove Primary School at the point of entry.

Priority Three

Catchment Area

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but will not have a sibling at Anns Grove Primary School at the point of admission will be considered next.

Priority Four

Siblings

A non-catchment sibling is a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister)

and in both cases will be attending Anns Grove Primary School at the point of entry.

Priority Five

All other applicants

Any applicant who does not fall into one of the above categories will be considered next.

Tie Breakers

For any admission category that is oversubscribed there are two stages of further consideration.

A. Exceptional medical, social or special educational needs

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Admission Committee (AC) but only within its admission category. It is the parent's responsibility to provide supporting evidence.

The applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Academy to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by supporting evidence.

Further information about the Admission Committee can be found in the Local Authority Composite Prospectus, "A Guide for Parents".

<https://www.sheffield.gov.uk/education/information-forparentscarers/pupiladmissions/secondary-school/guide-for-parents.html>

B. Distance

In circumstances where exceptional circumstances are not demonstrated, the final tiebreaker will be the distance from the home address to the school building. This is a straight line measurement from the house to a specific point at the school building.

Where the remaining place(s) could be made for a number of children living equidistant from the school, the decision to allocate this place(s) will be made by random allocation. The random allocation will:

- be independently supervised by a representative of the Legal and Governance Service of Sheffield LA
- take place on a date and time notified in advance to the participating parents so that they can attend as witnesses.

Admissions outside the normal admissions round

Children in public care, for whom an application is received outside the normal admission round, will be considered for priority admission in accordance with the requirements of the Local Authority's Fair Access Protocol.

All other applications will be considered against the above oversubscription criteria.

Re-admissions

If a child previously attending the school has left and been removed from the school roll (for example because they moved to a different area or country) but then subsequently returns, they will be treated like any other application. I.e. if the year group is full, application would be refused and the child would then be allocated a place at the nearest school with space in that year group.

Children of Services Personnel

Children of Services personnel will be considered under the Local Authority's Fair Access Protocol where an application is received outside the normal admission round.

Equal Preference

The statutory Admission Code of Practice made the practice of offering places on a "First Preference First" basis unlawful. All Admission Authorities in Sheffield must operate an Equal Preference system when determining the final school offer. This means that each of the three preferences will be considered as equal preferences and oversubscription criteria applied to each preference irrespective of ranking. The ranking of the preferences is relevant only where the applicant is eligible for more than one school. In this case a place will be offered at the highest ranked school for which the child is eligible.

Waiting Lists

A waiting list will be maintained until the end of each calendar year for transfer to Anns Grove Primary School. Parents may remain on the waiting list beyond December if they wish and would be required to contact the admission team.

Admissions Team contact details

Any enquiries should be referred to the Local Authority's Admissions Team:

Telephone: 0114 2735790

Email: ed-admissions@sheffield.gov.uk

Admissions Team: Inclusion and Learning Service, Floor 5, North Wing, Moorfoot, Sheffield S1 4PL

Nursery Admissions

Anns Grove Primary School offers nursery admissions, managed directly by the school, with its own application and enrolment process. Parents interested in a nursery place should complete an Application for Nursery form, which is available through the school office or can be downloaded from our website.

Application Process: When nursery places become available, the school will reach out to all parents who have submitted an application form to confirm their continued interest.

Offer of Place: If a place is available, we will invite parents to collect a Welcome/Admission Pack from the school office. This pack includes all required paperwork for nursery admission.

Confirmation of Start Date: Parents must complete and return the necessary documentation, along with proof of the child's identity, as specified in the Welcome/Admission Pack. Once we receive all required documents, we will confirm a start date.

Oversubscription and Waiting List: If nursery applications exceed available places, the school will apply the Local Authority's oversubscription criteria outlined in this policy to allocate spaces. Children who are not immediately allocated a place will remain on a waiting list and be contacted when further spaces become available.

Appendix A

The largest defined area on the map below shows the catchment area for Anns Grove Primary School.

Taken from <https://www.sheffield.gov.uk/schools-childcare/school-catchmentchecker>

