

Admissions Policy 2026-27

Nominated Member of Leadership Staff Responsible for the policy:

Headteacher

**Nominated Committee of Governing Body
Responsible for the policy:**

**Premises, Behaviour, Safeguarding and Mental Health
Committee**

Date written:

March 2016

Date agreed and ratified by Governing Body:

June 2019

July 2021

March 2023

June 2026

Date of next review:

June 2029

**This policy will be reviewed every three years,
and following any concerns and / or
updates to National and Local guidance or procedures**

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Introduction

Porter Croft CE Primary Academy is a Church of England converter Academy in the Diocese of Sheffield. It is maintained by Koinonia Academies Trust.

The Academy 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. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the Academy's admission criteria.

Porter Croft is a converter Academy in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the Academy 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 Guide for Parents.

The admission number for 2026-2027 is 30 and children will be admitted during the Autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part time they should speak to the Head Teacher. All Children will be admitted by the term following their 5th birthday – compulsory school age.

Please contact the Academy 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 Porter Croft CE Primary Academy, please complete the Supplementary Information Form. This is not an application form for admission to the Academy but will be used by the Academy when applying the admissions criteria.
3. The Common Application Form should be submitted by January 15th 2027 along with the Supplementary Information Form (if applicable).
4. Sheffield Local Authority will co-ordinate in-year transfers for Porter Croft CE Primary in 2026-27
- 5.

Children born between 1 September 2021 to 31 August 2022 are entitled to apply for a place in Reception for the 2026/2027 academic year.

You can apply from Autumn 2026. It's preferable you do this through our online application form, but we do have a form you can download and print.

The closing date for applications each year is 15 January.

Criteria for Admission

The oversubscription criteria will be used

Oversubscription Criteria

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

1. Looked After Children. (Definition 1)
2. Children with special medical or social circumstances where **these needs can only be met at this** school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why this school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.
3. Children who have a brother/sister (see definition 2) attending the Academy at the time of anticipated admission.
4. Children of staff at the school (Definition 9)
5. Children of parents/carers (see definition 3) who reside in the parish of St. Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly (see definition 4) attend the parish church of St. Mary's or St. Augustine's.
6. Children who reside in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly (see definition 4) attend the parish church of St. Mary's or St. Augustine's
7. Children of parents/carers who reside in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly attend a Christian denomination
8. Children who reside (see definition 8) in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly attend a Christian denomination.
9. Children who reside outside the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly attend a Christian denomination (definition 4)
10. Children who reside in the parish of St. Mary's, Bramall Lane, St. Augustine's or the previous St Silas Parish (Definition 6)
11. Children whose parents / carers are active and regular members of other World Faiths and who wish their child to attend this Church of England Academy – (Definition 7)
12. 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 front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving higher priority.

Tie Break

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

Definitions

Definition 1 – Looked After Children

A 'looked after child' is a child 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, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children (IAPLAC) (as per paragraph 1.7 of the 2021 Schools Admissions Code).

Definition 2 -Brother/Sister

Brother or sister 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

Definition 3- Parent/Carer

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

Definition 4 – Regular Church Attendance

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 once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit a fully completed Minister of Religion Reference Form available with the Common Application Form, this form must be signed by the Minister to be valid and accepted.

Definition 6 – Children who reside in the parish of St Mary's, St Augustines, previous St Silas parish
Addresses supplied when the original application is made (definition 8) will be checked using the 'Parish Finder' website.

The previous St Silas boundary covers Hanover Way, Broomspring Lane, Clarkehouse Road, Clarkegrove Road, Broomgrove Road to Ecclesall Road.

Archibold Way, Bath Street, Broom Green, Broom Street, Broom Walk, Broomhall Place, Broomspring Close, Broomspring Lane, Brunswick Street, Cavendish Court, Clarence Lane, Convent Place, Convent Walk, Conway Street, Dorset Street, Ecclesall Road (Moore Street to Collegiate Crescent), Egerton Close, Egerton Lane, Egerton Street, Egerton Walk, Evans Street, Exeter Drive, Exeter Place, Exeter Way, Filey Lane, Filey Street, Fitzwilliam Street (west side), Gell Street (to Glossop Road), Gloucester Crescent, Gloucester Street, Hanover Court, Hanover Square, Hanover Street, Hanover Way, Havelock Street, Headford Gardens, Headford Grove, Headford Parade, Headford Street, Hodgson Street, Holberry Close, Holberry Gardens, Monmouth Street, Peel Terrace, Ruth Square, Thomas Street, Travis Place, Victoria Street (to Glossop Road), Wharnccliffe Road (odd nos).

Definition 7 – Active Members of Other World Faiths

Parents / Carers whose application is based on being an active and regular (rules in definition 4 apply) member of other world faiths should submit a completed Minister of Religion Reference Form available with the Common Application Form. Forms must be signed by the faith leader to be valid and accepted.

Definition 8 - 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 closing date for receiving applications for admission to the Academy.

Definition 9- Children of staff at the school

- a) Where a member of staff has been employed at the school for two or more years 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 skill shortage

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

Late applications will be dealt with in accordance with the LA scheme.

Waiting List

Names of children will automatically be placed on the waiting list for this Academy when the child has been refused admission.

A vacancy only arises when the number of offers to the Academy fall below the admission number.

The waiting list will be established on the offer day.

The waiting list is determined according to the Governing Body's priority of admission over subscription criteria.

Following the offer day, should an application be received for the Academy where the pupil has a higher priority, as determined by the admissions criteria for a place at the Academy, they will be placed on the list, above those with a lower priority.

False Information

1. Where the Governing Body has made an offer of a place at this Academy 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 Academy, the offer of a place will be withdrawn.
2. Where a child starts attending the Academy 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 Academy.
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

Applications outside the normal admissions round will be with in accordance with the LA scheme.

If you are new to or returning to Sheffield

If you are new to Sheffield, or are returning to the city, and would like a school place, then you will need to fill in Sheffield City Council mid-term form.

Please provide as much information on the form as possible to avoid any delays when your application is processed. Please note, if you are new or returning to Sheffield, you may only apply for a school place up to 6 weeks prior to arriving in the city

Applying for a school transfer

If your child is already on roll at a school in Sheffield and you want to transfer them to us, you must obtain a Common Transfer Form from their current school

Please fully complete the form and provide as much information as possible to avoid delays when processing your application.

The current school must complete section 2 and send the application by email to the admissions team

Sheffield Admissions Contact Details

ed-admissions@sheffield.gov.uk

**Pupil Admissions
Sheffield City Council
Floor 5, North Wing
Howden House
Sheffield
S1 4PL**

They will aim to process applications within 15 school days of receipt and will advise you of the outcome

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the 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 requirements of the Appeals Code. Details of the appeals procedure will be sent to parents by the local authority. Appeals should be addressed to Democratic Services, Sheffield City Council, Town Hall, Sheffield S1 2HH.