

Admissions Policy 2026-27



September 2025

Admission Policy for Deepcar St John's C of E Junior School VA 2026–2027

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE 'School Admissions Code'
- DfE 'School Admission Appeals Code'

Introduction

Deepcar St John's CE Junior School is a Church of England voluntary aided primary school in the Diocese of Sheffield and is maintained by Sheffield LA.

The school provides a distinctively Christian education for children aged 7 to 11 years, with priority being given to children who live and worship within the parish of Deepcar and Stocksbridge.

Tankersley St. Peter's 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.

The Year 3 class admission number for 2026–27 is 60 and children will be admitted during the Autumn term following their 7th birthday. All children will be admitted by the term following their 7th birthday.

Making an Application

Applications for admission to the school must be made via the Sheffield Council admissions website by the specified closing date

[How to apply for a school in Sheffield | Sheffield City Council](#)

Applications are made by the completion of the on-line form

Admissions Procedure and Co-ordinated Scheme for Admission Arrangements and Oversubscription Criteria

The admission number for the school is 60. The Governing Body will not place any restrictions on the admissions unless the number of children for whom admission is sought exceeds this number.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than place available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The Local Authority will inform parents of the offer places in April 25.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body/Admission Committee will apply the following criteria in strict order of priority

OVERSUBSCRIPTION ADMISSIONS CRITERIA:

Priority will be given to :-

1. Children who are in Public Care (Looked After Children) 5 and children who have previously been Looked After.
2. Children that have attended the linked infant school in the Federation – Royd Nursery Infant School
3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of St John's and regularly (see definition 3) attend the parish church of St John's.
5. Children who reside in the parish of St John's and regularly attend the parish church of St John's.
6. Children of parents /carers who reside in the parish of St John's and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4)
7. Children who reside in the parish of St John's and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who are resident in the parish of St John's.
9. Children who reside outside the parish of St John's and regularly attend a Christian denomination participating in 'Churches Together in England'

10. All other children

11.

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 school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In Year Transfers

The Local Authority will co-ordinate in year transfers for our school in 2025-26

Definitions

Definition 1 – Brother/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. You be required to provide proof eg birth certificate as stated above

Definition 2– 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. 'Family members' include only parents and siblings

Definition 3 – 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 participating in Churches Together in England' 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 the Minister of Religion Reference Form available with the Common Application Form

Definition 4 – Churches Together in England

Ref: www.churches-together.org.uk

Member churches:

Antioch Orthodox Church; Baptist Union of Great Britain; Cherubim and Seraphim Council of Churches; Church of England; Church of God of Prophecy; Church of Scotland (in England); Congregational Federation; Coptic Orthodox Church; Council of African and Caribbean Churches UK; Council of Oriental Orthodox Christian Churches; Ichthus Christian Fellowship; Independent Methodist Church; International Ministerial Council of Great Britain; Joint Council for Anglo-Caribbean Churches; Lutheran Council of Great Britain; Methodist Church; Moravian Church; New Testament Assembly; New Testament Church of God; Oecumenical Patriarchate; Redeemed Christian Church of God; Religious Society of Friends; Roman Catholic Church; Russian Orthodox Church; Salvation Army; Seventh Day Adventist (Observer); Transatlantic Pacific Alliance of Churches; United Reform Church; Wesleyan Holiness Church.

Please refer to the website for an up to date list

Definition 5 – Looked after children

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 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.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship."

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 school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

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

Place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing 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 be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Late Applications

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

Waiting List

Waiting Lists will be dealt with in accordance with the LA Scheme

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

Timetable

Closing date for receiving applications – January 2026

The date for offers made to parents – April 2026

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

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

Appeals against the Governing Body's decision to refuse admission

Where the governors are unable to offer a place because the school is over subscribed parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act, 2002.

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 Governing Body's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:

Sheffield School Appeals

Policy and Democratic Engagement

Room 302, Town Hall

Pinstone Street

Sheffield, S1 2HH

Email: schoolappeals@sheffield.gov.uk | Telephone: 0114 273 4008

Parents making an appeal will receive at least 10 school day's notice of their appeal hearing. Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Decision letters will be sent within 5 school days of the hearing wherever possible

Monitoring and review

This policy will be reviewed by the governing board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is September 2026.