



Willow Tree Academy



ROUGHWOOD PRIMARY SCHOOL Admissions Arrangements for Entry to School 2025/26

Date Published	September 2023
Version	1
Last Approved Date	2023
Review Cycle	annually
Review Date	2024

Name of School: Roughwood Primary School

Admissions Authority: Willow Tree Academy

The National Offer Day for admission in 2025/26 will be 16th April 2025.

The Local Authority Admission to Primary School 2025 booklet contains information on all Rotherham schools and is a guide for parents/carers to the admissions process.

Parents/carers are strongly advised to read the booklet and familiarise themselves with the process and the admission criteria given below prior to submitting their application. The Admission to Primary School 2025 booklet will be available to view online by 31st August 2025:

Education and learning – Rotherham Metropolitan Borough Council

A hard copy of the booklet can be posted to parents/carers on request by telephoning the Local Authority Admissions Team on 01709 823777 or email: admissions.enquiries@rotherham.gov.uk.

Closing Date for Receipt of Applications

For admission to Primary School in 2025, the Government has deemed that the National Closing Date for receipt of applications will be 15 January 2025. Parents/carers must submit their primary school application by this date to be considered in the first round of offers made on the National Offer Day.

How to Apply for Place in a Primary School

Parents of children resident in Rotherham must apply via Rotherham Authority. However, for a looked after child, the application must be submitted by the social worker via the Local Authority responsible for the child's care rather than the foster carer.

Rotherham Authority operates an online admissions service to enable parents to submit an application for their preferred school(s) via the Authority's website details of this will be sent with the admissions preference form.

Parents who are unable to apply online or would simply prefer to complete a paper application form can contact the Admissions Team to request a paper copy.

Telephone: 01709 823777

Email: admissions.enquiries@rotherham.gov.uk.

The Published Admission Number for entry to Foundation 2 for Roughwood Primary School is: 30

Highest priority will be given to those who, on 15 January 2025, live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, "as the crow flies"). Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g., flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of the Local Authority.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Places will be allocated in accordance with the LA's co-ordinated admissions schemes for Primary schools. In assessing preferences, the LA will operate an 'equal preference' system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

Information on the catchment area for the school can be obtained by contacting the School Organisation Team on (01709) 254831 or on the Local Authority website at: Finding and choosing a school - Rotherham Metropolitan Borough Council
Catchment area list of streets (appendix 1)

Admissions Criteria

- 1 Relevant looked after children and previously looked after children
- 2 Children who, on 15th January 2025 live in the catchment area (see appendix) of the school as defined by the Admission Authority, and it is expected will have an older brother or sister on the roll of this school in Years 1,2,3, 4, 5 or 6 in September 2025
- 3 Children who, on 15th January 2025, live in the catchment area (see appendix) of the school as defined by the Admission Authority
- 4 Children who, on 15th January 2025, live outside the catchment area (see appendix) of the school as defined by the Admission Authority and it is expected will have an older brother or sister on the roll of this school in Years 1,2,3,4, 5 or 6 in September 2023 (see note (c) below).
- 5 Children who live nearest to the school, measured in a straight line on a horizontal plane (as the crow flies).

Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names this school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

The school has an agreed admission number of 30 pupils for entry in Foundation 2.
The school will accordingly admit up to 50 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 50 or fewer apply.

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) 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 Act 1989).
2. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the Admissions Authority. A simple drawing of lots by a representative of the Local Authority will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Applications for pupils outside of the normal age group

1. Parents/carers may request that their child is educated out of their normal age group. Parents will need to write to the Headteacher by no later than 31st October 2023 specifying why admission out of the normal year group is required and the year group they wish their child to be allocated a place. The Academy Trust Board will make a decision based in the best interests of the child taking into account the views of the Headteacher and supporting evidence provided by the parent/carer.

Notes

a) A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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.

b) Places will be allocated based on your residential address on 15 January 2025. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions and Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- brother/sister to be permanently resident at the same address.
- stepbrother/stepsister to be permanently resident at the same address.

- half-brother/half-sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address
- foster brother/sister resident at the same address

d) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria.

This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

Parents wishing their child to transfer to a separate Junior School from a Primary or J&I School

Parents of Year 2 children resident in Rotherham who currently attend a Primary or Junior & Infant School, or a school outside Rotherham Authority, can, if they wish, express a preference(s) for a place in Year 3 at a Junior School either on-line or by obtaining a Common Application Form from the Admissions Team on (01709) 823777.

Any application for a place at this school should be completed and returned to the Admissions Team by the closing date of 15th January 2025. Any application for this school will be considered in accordance with the process and admissions criteria above.

Waiting Lists

On the National Offer Day, the Admissions Team will establish a waiting list for separate Junior schools in Rotherham where the number of applications for those schools has exceeded the available places for entry into Foundation 2.

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until 31 December 2025 when it will cease. The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

In-year Admissions – Transferring School During the School Year

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. Further information and the relevant application form is available on the Authority website: Transferring School during the school year – Rotherham Metropolitan Borough Council.

Current admission numbers for entry to years 1 – 6

Y1:50

Y2:50

Y3:50

Y4:50

Y5:50

Y6:50

A paper copy of the application form can be requested from the Admissions Team:

Telephone: 01709 823777

Email: admissions.enquiries@rotherham.gov.uk.

If you are moving home, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move. You are advised to discuss your transfer request with a member of staff at your child's present school.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant Admissions Authority.

Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.

Applications received during a weekend or bank holiday or during school holidays will be forwarded to the preferred schools on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open. Schools are required to respond to in-year transfer requests within a maximum of 15 school days from receipt of the application therefore, although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 15 school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school. Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1st May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on 1st May.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Governing Body/Trustees (as the Admissions Authority) by the Local Authority Admissions Team. (Insert any additional information/process relevant specific to your school on receipt of the application – i.e., admissions meetings etc).

It should be noted that it is the Local Authority's policy that repeat applications made for entry to the same year group at the same school will not be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission.

Information on Appeals

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will usually be sent on behalf of the Governing Body / Trustees (as the Admissions Authority) by the Local Authority Admissions Team.

All parents/carers have the right of appeal to an independent appeal panel if you have received written confirmation that it has not been possible to offer your child a place at the schools you have applied for.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process are independent of the Admissions Authority.

Important requirements to note are:

Appeals must be in writing stating the grounds on which the appeal is made; every parent has the right to attend the independent appeal in order to make their case; the parent can be accompanied by a friend or be represented by them; independent appeals are heard in private; the decision of the Appeals Panel is binding on both parents and the Admissions Authority; parents will receive written notification of the Appeals Panel decision.

Dates – (parents will be advised at the earliest opportunity of appeal dates by the Clerk)

General Information on Appeals

A separate document containing details of the appeals procedure is available from the Local Authority for parents whose applications could not be satisfied.

Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority. Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.

In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

Further information is available on the Local Authority website:

<https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals>.

Email schoolappeals@rotherham.gov.uk

FIND YOUR CATCHMENT AREA SCHOOL

You can use the catchment map to find your catchment area school.

Visit RMBC Mapping

> Close the disclaimer

> Type your postcode in the address bar to search

> Select a property from the list (if yours is not shown press MORE)

> Click or tap on the property to select it

> The property will be shown on the map

> Select What would you like to do? in the top left corner

>Select Map features

> Select Education

>Tick the Primary/Secondary catchment boxes as required

> Click or tap the map and catchment area school/s will appear in a pop-up box

USEFUL CONTACTS

ADMISSIONS TEAM

Children and Young People's Services

Riverside House

Main Street

Rotherham

S65 1AE

Contact an Admissions Officer on (01709) 823777

or email: admissions.enquiries@rotherham.gov.uk

APPEALS CLERK

Legal and Democratic Services,

Town Hall, The Crofts,

Moorgate Street,

Rotherham

S60 2TH

Tel: (01709) 822054

Email: schoolappeals@rotherham.gov.uk

Policy Ratified by Governing Body / Academy Trust: July 2023

Note - this refers to the annual admissions consultation

Appendix 1: Catchment area streets

ROUGHWOOD PRIMARY SCHOOL

Ashworth Drive
Barkers Croft
Beauchamp Road
Beckett Crescent
Beevers Road
Binders Road
Birks Road
Bower Close
Bray Walk
Celtic Court
Chambers Road
Cinderhill Road
Clover Green
Crane Road
Crumwell Road
Duke Crescent
Elliott Drive
Fox Close
Gloucester Road
Habershon Road
Hudson Road
Jewitt Road
Keppels View
Kimberworth Park Road (**even 236-394**)
Lovetot Road
Maycock Avenue
Monks Close
Neville Road
Oaks Lane (**Except even 2-86**)
Ox Close Avenue
Pepper Close
Raybould Road
Remount Road
Remount Way
Rhodes Avenue
Roughwood Road (**odd 41-215, even up to 228**)
Roughwood Way
St. John's Green
Sandbergh Road
Sellars Road
Shearman Avenue
Siddons Close
Simmonite Road

Strafford Road
Stubbs Crescent
Stubbs Walk
Studmoor Road
The Coppice
The Willows
Wainwright Road
Walker Road
Wellfield Road
Wheatley Croft
Wheatley Road
Woodcock Close
Woodlands Chase