

Admissions Policy

for

Canon Popham CofE Primary Academy

(Part of Diocese of Sheffield Academies Trust)



2026-27

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Vision Statement

Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.

A place where:

- Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- Everyone is unique and welcome*
- We respect and care for everyone and everything around us*
- High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- Self-esteem and confidence are nurtured on a journey of self- discovery*

Everyone Matters!

Introduction

Canon Popham CofE Primary Academy is a school within the Diocese of Sheffield Academies Trust (DSAT). It was previously a Voluntary Aided Church school under the auspices of the Doncaster Local Authority.

The academy provides a distinctively Christian education for children aged 3+ to 11+ year.

The Church of England's stated position that "Our schools are not faith schools for the faithful, they are Church schools for the community" is the principle that admission to Canon Popham Church of England Primary Academy is prioritised and children from the local community are all welcome. Our ethos in school is one which is wholly Christian and children are educated and expected to behave in a way that is Christian whilst experiencing a wide range of multi-cultural and religious education to have respect, tolerance, understanding and empathy for those who are different in anyway. We aim to "offer a safe and welcoming place to all God's children".

The Academy's Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, by advice from the Sheffield Diocesan Board of Education and its duty to the community. The school uses the Local Authority to co-ordinate all applications.

The admission number for Reception class 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, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age

Making an Application

1. Applications are made on the Common Application Form available on the Local Authority admissions website.
2. To support your application to Canon Popham CofE Primary Academy, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The Common Application Form should be submitted by the closing date, which is available from the school and is also on the Local Authority admissions site. This is usually the 15th January in the year that the child is due to be admitted, along with the Supplementary Information Form (if applicable).

Admission Criteria

- Children who have an Education, Health and Care Plan in place and the school is named as the most appropriate education setting for the child will be admitted.

Oversubscription Criteria

Where there are more applications for admission than the published admission number, Trust/Admissions authority will apply the following criteria in strict order of priority: Please see Definitions below e.g. Brother/Sister, Parent/Carer, Regular Church Attendance, Churches Together in England, Looked After Children to assist with your application.

1. Children in Care/Looked After Children (this includes 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, and Children who were previously in Care/Looked After Children with an Education Health and Care Plan in place, where the school is named in the plan as the best place to support the child. Professional supporting evidence must be provided if admission is to be made under this criterion.
2. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
3. Children of parents/carers (see definition 2) who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly (see definition 3) attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills
4. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills
5. Children of parents/carers who reside in the ecclesiastical parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
6. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'
7. Children who reside outside the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who are resident in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills.
9. All other children

Tie Break

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. The drawing of lots will be undertaken by someone independent of the admission authority

In Year Transfers

Doncaster Local Authority will co-ordinate in year transfers for our school. Places would be offered for in year transfer if the year group has places available. This is the link to Doncaster City Council admissions and in year transfers:

<https://www.doncaster.gov.uk/services/schools/primary-admissions>

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

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 twice a month over the last 12 months.

For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

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 – Looked after children

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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state carer as a result of being adopted.

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Definition 5 – Churches Together in England

The Christian denominations participating in 'Churches Together in England' can be found on the CTE web site

<https://cte.org.uk/>

Please refer to this website for an up-to-date list, found in their menu. This may be termed 'Member Church Directory' or 'List of Participating Churches.'

Place of residence

A child's home address refers to the address where the child usually lives with a parent or carer. This will be the address provided in their application form. Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in their application form, provided that the child resides at that address for any part of the school week.

Late Applications

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 school'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.
6. The child's name will be kept on the waiting list up to 31st December. After that time the waiting list will cease. Places thereafter will be allocated in line with our in-year transfer guidance provided by the Local Authority.

False Information

1. Where the Trust has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer 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 the Normal Admissions Round

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

Appeals Against the Academy's Governing Body 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 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 Trust's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:
Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal