St Ann's Primary School
JMAT ADMISSION AGREEMENT

2026/2027

Admissions Arrangements for Entry to school for Reception (Foundation Stage 2) / Year 3 in 2026/27

This agreement aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating pupil places
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements:

The James Montgomery Academy Trust operates within the Statutory Admission Code of Practice 2021. The admission arrangements include the oversubscription criteria and other detailed information that explains how the Trust as the Admission Authority manages this function.

The Admission Authority **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes made.

The agreement is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code 2022

As a multi academy trust, each school is required by its funding agreement to comply with these codes, as well as conforming with the law relating to admissions as set out in the School Standards and Framework Act 1998. This complies with our funding agreement and articles of association.

Introduction

The James Montgomery Academy Trust is the Admission Authority for all its schools which are detailed on the Trust website. The responsibility when setting such admissions arrangements lies with the Trust for all associated schools', whilst remaining compliant with information detailed in the School Admissions Code 2021.

How to apply for a primary school place

To apply for a school place, parents, carers and legal guardians can either apply online or alternatively request a paper copy which needs returning to the Admissions team at the relevant Local Authority (LA) where they live, and not where the school is based.

Please select the relevant LA school admission application link below:

Apply for a school place – Rotherham Metropolitan Borough Council

Apply for a school place – Doncaster Metropolitan Borough Council

Apply for a school place – Sheffield City Council

During this process a parent, carer or legal guardian can choose three schools of their choice, expressing their preference in rank order.

Closing date for receipt of parental preferences

The closing date for receipt of preferences for the year of entry is **15th January 2026**.

Late applications for the year of entry will be processed after those received by the closing date.

National offer day

For those applications received by the above closing date an email from the LA will confirm the allocated place on the **16th of April 2026**.

Determining admission arrangements

Admission authorities **must** allocate places based on their determined admission arrangements only. A decision to offer or refuse an admission **must not** be made by one individual within an admission authority. The Admissions Panel appointed by the Trust will be the deciding party. The admission authority **must** keep a clear record of any decisions on applications, including in-year applications.

Below sets out the admissions arrangements for entry to Year 3 in September 2026, and includes the oversubscription criteria that will be applied if there are more applications than places available.

Places are allocated based on the distance criteria or as part of the distance tie breaker, and if 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, the final place will be allocated by the Admissions team at the LA (Local Authority) acting independently from the admission authority, by the means of drawing of lots.

Admission of children outside their normal age group

Parents, carers and legal guardians may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced difficulties such as ill health. In addition, the parents, carers and legal guardians of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age groups.

Admission authorities **must** make decisions based on the circumstances of each case and in the best interests of the child concerned. This will take into consideration parent, carer and legal guardian views; information about the child's academic, social, and emotional development; relevant medical history and any views of a medical professional.

SEND (Special Educational Needs and Disability)

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan, as part of that process under the Section 234 of the Education Act 1996.

Catchment area

For applications for the year of entry, a catchment area for the school will be determined in relation to the address at which the child is ordinarily resident on the closing date. Information on the catchment area for the school can be obtained by contacting the Local Authority School Organisation Team (Appendix 1)

- Rotherham - RMBC (Rotherham Metropolitan Borough Council) Mapping (rotherham.gov.uk)
- Doncaster - School catchment areas - City of Doncaster Council
- Sheffield - School catchment areas | Sheffield City Council You can use the catchment map to find

your catchment area school.

Oversubscription criteria

In the event that there are more applications than places available, the following oversubscription criteria will be applied:

A) Children with special educational needs:

A small number of children will have an Education, Health and Care Plan (EHCP) that names a school, and these children must be admitted to the school named as part of that process.

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

B) All other admissions places will be allocated in the following order of priority:

1. Relevant Looked After Children and Previously Looked After Children (see note a).
2. Children of UK service personnel (UK Armed Forces) For families of service personnel with a confirmed posting to their catchment area, or crown servants returning from overseas to live in that area (see note e).
3. Children who, on **15th January 2026**, will have an older sibling on roll of the school (or associated junior school) in Years 1-6 at the start of the academic year 2026 (see notes b and c).
4. Children who, on **15th January 2026**, live in the catchment area of the school as defined by the Admission Authority (see note b).
5. Children of staff at the school (see note d).
6. All other children who, on **15th January 2026**, live nearest to the school measured by a straight line on a horizontal plane, (please see below how measurements are applied).

Please note:

In the event of over-subscription (the PAN being reached) within any criterion, preference will be given to children who live nearest to the school 'as the Nodal point'.

Distance measurements are calculated (by the Local Authority Admissions Team) using GIS which applies seed points as determined by the Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used. In the event of two distances being equal, lots will be drawn by a representative independent of the Admission Authority.

Where applications are received for twins, triplets or 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.

NOTES – definitions and additional information in relation to the admissions criteria for entry to Year 3.

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 they are 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 arrangement order or a 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 **15th January 2026**. 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 Authority / School / 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)

- Sibling to be permanently resident at the same address.
- Step-sibling to be permanently resident at the same address.
- Half-sibling to be permanently resident at the same address.
- Sibling who does not live at the same residence but, who share the same parents.
- Child of the parent/carer/legal guardian's partner to be permanently resident at the same address.
- Adopted sibling permanently resident at the same address.
- Foster sibling resident at the same address.

d) Children of staff: 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) 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.

Waiting lists

On the National Offer Day of **16th April 2026**, the Admissions Team at the LA will manage a waiting list on behalf of the James Montgomery Academy Trust, where the number of applications for the schools has exceeded the available places for entry into Year 3.

The Local Authority Admissions Team will administer the waiting list on behalf of the Trust which will operate until the **31st of December 2026** 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 outlined by the James Montgomery Academy Trust, 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. The Local Authority will co-ordinate in-year transfers for all their Local Authority schools working alongside the Trust's Admissions Authority.

Further information and the relevant application form can be found on the Local Authority website:

Transferring School during the school year – Rotherham Metropolitan Borough Council.

Transferring School during the school year – Doncaster Council

Transferring School during the school year – Sheffield Council

A paper copy of the application form can be requested from the relevant LA Admissions Team: (Appendix 1) 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.

If there is more than one child involved each request will be considered on an individual basis. If a child is offered or admitted to a school, it does not guarantee a place at that particular school for any other child/children in the family.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration to the James Montgomery Academy Trust 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, carers and legal guardians can make applications up to one term before the date when they would like their child to start at the preferred school. Parents, carers and legal guardians can apply from the 1 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 be sent by the Local Authority Admissions Team.

It should be noted that it is the James Montgomery Academy Trust Authority's agreement 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.

Appeal information

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 be sent by the Local Authority Admissions Team.

All parents, carers and legal guardians 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, carer or legal guardian has the right to attend the independent appeal in order to make their case;
- The parents, carer or legal guardian 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, carers and legal guardians will receive written notification of the Appeals Panel decision.
- Dates – (Parents, carers and legal guardians 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, carers and legal guardians whose applications could not be satisfied.

Any member of the Local Authority may attend hearings held by an Independent Appeal Panel in the role of observer.

Parents, carers and legal guardians 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, carer or legal guardian 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, carer or legal guardian using only the written documentation submitted.

In some cases, parents, carers and legal guardians 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, carers and legal guardians do not have the right of another appeal.

APPENDIX 1

Further information is available on the Local Authority website:

ROTHERHAM LOCAL AUTHORITY

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

USEFUL CONTACTS ROTHERHAM LOCAL AUTHORITY ADMISSIONS TEAM

Children and Young People's Services

Riverside House

Main Street

Rotherham

S65 1AE

Contact an Admissions Officer on:

Tel: (01709) 823777

Email: admissions.enquiries@rotherham.gov.uk

ROTHERHAM LOCAL AUTHORITY APPEALS CLERK

Legal and Democratic Services,

Town Hall,

The Crofts,

Moorgate Street,

Rotherham

S60 2TH

Contact an Appeals Clerk on:

Tel: (01709) 822054

Email: schoolappeals@rotherham.gov.uk

SHEFFIELD LOCAL AUTHORITY

sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/appeals.html

SHEFFIELD LOCAL AUTHORITY ADMISSIONS TEAM

Admissions
Floor 5, West Wing
Moorfoot
S1 4PE

Contact an Admissions Officer on:

Tel: (01142) 735790

Email: ed-admisssions@sheffield.gov.uk

SHEFFIELD LOCAL AUTHORITY APPEALS TEAM

Sheffield School Appeals

Democratic Services

Town Hall

Sheffield

S1 2HH

Contact an Appeals Clerk on:

Tel: (01142) 734008

Email: schoolappeals@sheffield.gov.uk

DONCASTER LOCAL AUTHORITY

Primary admissions - City of Doncaster Council

DONCASTER LOCAL AUTHORITY ADMISSIONS TEAM

Admissions

Civic House

Waterdale

Doncaster

DN1 3BU

Contact an Admissions Officer on:

Tel: (01302) 736000

Email: admissions@doncaster.gov.uk

DONCASTER LOCAL AUTHORITY APPEALS TEAM

Appeals

Civic House

Waterdale

Doncaster

DN1 3BU

Tel: (01302) 737274

Email: admissionappeals@doncaster.gov.uk

Published Admission Numbers

School Name	Admission Number	School Name	Admission Number
Anston Hillcrest Primary	30	Kiveton Park Meadows Junior	45
Brampton Cortonwood Infants	30	Laughton Junior & Infant	30
Brampton Ellis Primary	40/90	Meadow View Primary	30
Brinsworth Howarth Primary	30	Mexborough St John the Baptist Primary	30
Ferham Primary	30	St Ann's Primary	60
Harthill Primary	30	Thurcroft Infants	75
Highfield Farm Primary	15	Wath Central Primary School	60
Hooten Pagnell All Saints C of E Primary	15	Wath Church of England Primary	60
Kiveton Park Infants	45	Wath Victoria Primary	30

Linked Community Schools

(Infant/Junior)

Kiveton Park Infant School	Kiveton Park Meadows Junior School
Brampton Cortonwood Infant School	Brampton 'The Ellis' C of E Aided Primary School