

Highfield Farm Primary School

JMAT ADMISSION AGREEMENT

2027/2028

James Montgomery Academy Trust



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| Updated for: | January 2026 |
| Next review: | January 2031 |

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.

JMAT operates in accordance with:

- **School Admissions Code 2021**
- **School Admission Appeals Code 2022**

These arrangements comply with the Trust's funding agreement and articles of association.

How to apply for a Reception/Foundation 2 /Year 3 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 2027**.

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 2027**.

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 Reception/Foundation2 /Year 3 in September 2027, 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.

In cases where a child lives in two households (e.g., shared custody or 50/50 split arrangements), the child's **main residence** will be used to determine catchment and distance criteria. Evidence such as council tax records, child benefit allocation, or court orders may be requested to verify the child's ordinary residence.

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.

Parents must still make an application in the usual way by the specified closing date and should submit, alongside this, a formal request for admission outside of the normal age group to their home Local Authority. The request should be submitted using the relevant form available on the Local Authority website. The Admission Authority will consider each request individually, taking into account the child's academic, social, and emotional development, relevant medical history, and any professional recommendations. Decisions will be communicated in writing to parents or carers.

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 \(rotherham.gov.uk\)](http://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 2027**, will have an older sibling on roll of the school in Years 1-6 at the start of the academic year 2027 (see note c).
4. Children who, on **15th January 2027**, 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 2027**, 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 nodal points as determined by the Ordnance Survey. Measurements are taken from the nodal point of the ordinary place of residence to the nodal point of the school. Where the school has more than one nodal point, the nodal 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 2027**. 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 2027**, 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 Reception/Foundation 2 /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 2027** 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 **on behalf of the James Montgomery Academy Trust (JMAT)**.

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](#)

Applications for in-year transfers can be submitted **online via the relevant Local Authority website**:

- Rotherham
- Sheffield
- Doncaster

All applications will be considered in accordance with the Trust's determined admission arrangements and the **School Admissions Code 2021**.

Appeal information

Parents whose application for a place at the school is unsuccessful have the right to appeal to an independent panel, in line with the **School Admission Appeals Code 2022**. Full details of the appeals process, including how to submit an appeal and timelines, can be found on the relevant Local Authority website.

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.

Further information is available on the Local Authority website:

ROTHERHAM LOCAL AUTHORITY

<https://www.rotherham.gov.uk/school-admissions>

USEFUL CONTACTS ROTHERHAM LOCAL AUTHORITY ADMISSIONS TEAM

Legal and Democratic Services,
Town Hall,
The Crofts,
Moorgate Street,
Rotherham,
S60 2THn Street
Rotherham
S65 1AE

Contact an Appeals Clerk on:

Tel: (01709) 822054

ROTHERHAM LOCAL AUTHORITY APPEALS CLERK

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

School Appeals Service
Rockingham Professional Development Centre
Roughwood Road
Rotherham
S61 4HY
Tel. 01709 822722
Email: schoolappeals@rotherham.gov.uk

SHEFFIELD LOCAL AUTHORITY

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

SHEFFIELD LOCAL AUTHORITY ADMISSIONS TEAM

Admissions
Floor 5, West Wing
Moorfoot
S1 4PE
Contact an Admissions Officer on:
Tel: (01142) 735790
Email: ed-admisssns@sheffield.gov.uk

<https://www.sheffield.gov.uk/schools-childcare/appeal-yours-childs-school-place>

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

<https://www.sheffield.gov.uk/schools-childcare/appeal-yours-childs-school-place>

DONCASTER LOCAL AUTHORITY APPEALS TEAM

Appeals
Civic House
Waterdale
Doncaster
DN1 3BU

Tel: (01302) 737284
Email: admissionappeals@doncaster.gov.uk

Published Admission Numbers

| School Name | Admission Number | School Name | Admission Number |
|--|-------------------------|--|-------------------------|
| Anston Hillcrest Primary School | 30 | Kiveton Park Infant School | 45 |
| Brampton Cortonwood Infant School | 30 | Kiveton Park Meadows Junior School | 45 |
| Brampton Ellis C of E Aided Primary School | 40/90 | Laughton Junior and Infant School | 30 |
| Brinsworth Howarth Primary School | 30 | Meadow View Primary School | 30 |
| Bramley Sunnyside Junior School | 90 | Mexborough St John the Baptist C of E Primary School | 30 |

| | | | |
|---|----|---------------------------------------|----|
| Clifford All Saints C of E Primary School | 30 | St Ann's Primary School | 60 |
| Ferham Primary School | 30 | Thurcroft Infant School | 75 |
| Harthill Primary School | 30 | Wath Central Primary School | 60 |
| Highfield Farm Primary School | 15 | Wath Church of England Primary School | 60 |
| Hooton Pagnell All Saints C of E Primary School | 15 | Wath Victoria Primary School | 30 |

Feeder Community Schools

(Infant/Junior)

| | |
|-----------------------------------|--|
| Bramley Sunnyside Infant School | Bramley Sunnyside Junior School |
| Brampton Cortonwood Infant School | Brampton 'The Ellis' C of E Aided Primary School |
| Kiveton Park Infant School | Kiveton Park Meadows Junior School |
| Thurcroft Infant School | Thurcroft Junior Academy |

Admission Agreement Consultation Changes

Admission agreement consultation changes

Admission agreement 2027/28

Changes made to the Admission agreement included:

- Bramley Sunnyside Junior School and Clifford All Saints C of E added to the trust PAN table
- 50/50 spilt for families in different households (Page 3)
- Seed point amended to Nodal point (Page 4)
- Amended the years reference to reflect Infants/Junior or Primary school ages (Page 4)
- Children with an older sibling (See notes b and c) changed to (see note c).
- The Local authority will co-ordinate in-year transfers on behalf of JMAT (Page 6)
- A paper application has been replaced with apply online (Page 6)
- In-Year admissions and Appeals information has been reduced for simplicity (page 6 & 7)
- Contact details for RMBC Admissions changed to Children and Families (Page 8)

None of the amendments made have affected changes to the offer.

Admission agreement 2026/27

Changes made to the Admission agreement included:

- Change to PAN number for:
- Brampton Cortonwood Infant school reduced from 50 to 30.
- Highfield Farm Primary School reduced from 30 to 15.

- Kiveton Park Meadows Junior School from 59 to 45.
- Wath Victoria Primary School from 45 to 30.

Admission agreement 25-26

Changes made to the Admission agreement include:

- Removing information that parents do not need to consider making the agreement more user friendly
- Adding within the Admission criteria provision during application for twins, triplets or siblings born in the same academic year to be treated as equals
- PAN (Published Admission Numbers) numbers highlighted under appendix 1 to cover all schools within the trust.