



**WINDHILL PRIMARY SCHOOL**  
 FLYING HIGH FOR EXCELLENCE

**Admissions Policy  
 2025 / 2026**



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Role:	Chair of Governors
Signed:	
Review date:	September 2026



## Admission Arrangements for Windhill Primary School

### **2025/2026 School Year**

- 1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to determine eligibility for places.

#### **General Statement**

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

#### **Admission Number**

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of 40.
- 4 Where places are offered in excess of the admission number these are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

#### **Expressing A Preference**

- 6 Applications for admission should be made in accordance with the relevant CAS.

#### **Closing Date For Receipt Of Parental Preferences**

- 7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## Eligibility For A Place At School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Children In Public Care<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) **Link Schools<sup>vi</sup>**

Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

e) **Proximity**

Children who live nearest to the requested school measured in a straight line from the point of the front entrance of the pupil's place of ordinary residence<sup>v</sup>, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A School

10 Decisions will be sent to parents in accordance with the Authority's CAS.

### **Waiting Lists**

- 11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

### **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made via a TF on the 'Primary Admissions' section of the LA's website
- 15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.
- 16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DCSF requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA's CAS.

## **Independent Appeals**

- 24 If a place is not offered at the school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 35 Parents who intend to make an appeal should normally 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.

## **General Information**

### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the school of their circumstances as they apply to the admission criteria at the time of application.

### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (AF)**

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

### **<sup>ii</sup> Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### **<sup>iii</sup> Co-ordination/Co-ordinated Schemes(CAS)**

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All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv **Children In Public Care**

A child in public care refers to a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989.

v **Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi **List of Link Schools**

Mexborough St. John's C of E School  
New Pastures Primary School  
Montagu Academy  
Highwoods Academy

vii **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority's School Improvement Review Group.