

St Mary's CE Primary School



Admission Policy

'Rise above the ordinary'

2026 to 2027



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1. Introduction

St Mary's CE Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is part of the Diocese of Sheffield Academies Trust.

The school provides a distinctively Christian education for children aged 4 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus, the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

St Mary's CE Primary School is a school in which the the Diocese of Sheffield Academies Trust is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

The admission number for 2026/27 is 30.

Children will usually be admitted during the Autumn term following their 4th birthday. However, parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and
- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age

2. Making an Application

- 2.1 Applications are made either online or on the **Common Application Form**
- 2.2 To support your application to St Mary's CE Primary School, 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.
- 2.3 The online application or **Common Application Form** should be submitted by 31st January 2026 along with the **Supplementary Information Form** (if applicable)

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form

3. Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Trust, in partnership with the Local School Board, will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After. (see definition 1 – Looked after children)
2. Children who have a brother/sister (see definition 2) attending the school at the time at the time of anticipated admission.
3. Children whose parents/carers (definition 3) reside in the ecclesiastical parish of St Mary's Walkley or the former parish St Bartholomew's Walkley, now The Vine.
4. Children who reside outside of the ecclesiastical parish of St Mary's Walkley or the former parish St Bartholomew's Walkley, now The Vine, and regularly attend (see definition 4) the parish churches of St Mary's Walkley or The Vine.
5. Children who reside outside the ecclesiastical parishes of St Mary's Walkley or the former parish St Bartholomew's Walkley, now The Vine and regularly attend (see definition 4) a Christian denomination participating in 'Churches Together in England' (see definition 5).
6. All other children.

If the church has been closed for public worship during the period specified for attendance at worship, and it has not provided alternative premises for that worship, the requirements of these admission arrangements will only apply to the period when the church was open, or alternative premises have been available for public worship.

4. Tie Break

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians' residential address, as specified on the application form, is the shortest distance from the school's main entrance on

Cundy Street. This will be calculated 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 being equally placed, the place will be decided by drawing lots. The first name drawn will be offered the place.

5. In Year Transfers

Sheffield Local Authority will co-ordinate in year transfers for our school in 2025/26.

6. Definitions

Definition 1 – Looked After Children

A looked after child is a child that is in the care of a local authority, or 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 an application for admission to the 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 2 - Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster siblings, 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 3- 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 4 – 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.

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.

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.

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.’

7. 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 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.

8. Late Applications

Late applications will be dealt with in accordance with the Local Authority scheme.

9. 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 Trust’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.

10. 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 based on 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.

11. Applications outside the normal admissions round

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

12. Appeals against the Trust Board's 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 Boards decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

Appeals should be sent to:

Democratic Services

Sheffield City Council

Town Hall

Sheffield

S1 2HH