

Westfield School Admission Arrangements for 2027-28

Information	Data
Created	January 2024
Next Review	February 2027
Author	Ann Allen, COO
Date ratified by Chorus SLT	February 2026



Westfield School

Chorus Education Trust

Contents

1.	Making an Application	3
2.	Published Admissions Number (PAN)	3
3.	Oversubscription Criteria	3
4.	Definitions	5
4.1	Tie breaker	5
5.	Appeals	5
6.	Waiting List	6
7.	In-year Applications	6
8.	Withdrawing Places	6
9.	Deferring Entry to Reception	6
10.	Sixth Form Admissions	6
11.	Key Dates	7
12.	Local Authority Admissions Team Enquiries	7

1. Making an Application

- 1.1 Chorus Education Trust ‘the Trust’ is the admissions authority for **Westfield School** ‘the Academy’. During the normal admissions round Sheffield City Council “the Local Authority” operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 The local authority also manages in-year admissions to the Academy, details of which can be found below.

2. Published Admissions Number (PAN)

- 2.1 **Westfield School has a PAN of 270 for entry into Y7 for Academic Year 2026-27.** If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 If the school is deemed appropriate by the Local Authority for a child with an EHCP, and it is named within their plan, a place will be allocated.

3. Oversubscription Criteria

Where more applications are received than the number of places, then the Academy will rank applications for reception or Y7 in accordance with the following oversubscription criteria, in order:

Priority 1 – Children in Care

Children who are looked after (in public care) or are previously looked after child;

Priority 2 – Catchment or normal area with sibling

Children who reside in the defined catchment or normal area who also have a brother or sister at the preferred school at the point of entry.

Priority 3: Catchment/ normal area

Children who reside in the defined catchment or normal area of a school.

Priority 4: Siblings

Children not in catchment/ normal area with a sibling attending the preferred school at the point of entry. A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half brothers/sisters)
- a stepbrother and/or stepsister
- in both cases, will attend the preferred school at point of entry

Priority 5: Attendance at a feeder school (Sheffield only)

The priority is given if the child attends a designated linked feeder school at the time of allocation.

Please note, in Derbyshire attendance at a particular primary school gives no priority for admission to a particular secondary school.

Priority 6: Other applications

Any child who does not fit into the above categories will be considered next.

In Derbyshire where, in the case of 2, 3, 4, or 6, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by the standard straight line) will be given preference. See Derbyshire County Council website on admissions criteria for their definitions.

For oversubscription criteria for transfers in Y3 (Infant to Junior School) in Sheffield (note Derbyshire Y3 admissions follow the Reception admissions criteria as above):

Priority 1: children in care – as above**Priority 2: attendance at a linked feeder school**

This category applies to the transfer from year 2 to year 3 at separate infant and junior schools.

The priority is given if the child attends a designated linked feeder school at the time of allocation.

Should there be oversubscription within this category, then places will be allocated within this criteria according to:

- Feeder Catchment and sibling
- Feeder Catchment
- Feeder Sibling
- Feeder Other
- Catchment and Sibling
- Catchment
- Sibling
- Other

Priority 3: catchment area with sibling – as above**Priority 4: catchment area – as above****Priority 5: siblings who were refused a place at their catchment school in a previous year**

A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half brothers/sisters)
- a stepbrother and/or stepsister
- in both cases, will attend the preferred school at point of entry

Priority 6: siblings – as above

Places are only allocated up to the published indicated admission number.

4. Definitions

A **'looked after child'** is a child 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.

A **'previously looked after child'** is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

The **'catchment area'** in Sheffield can be found on the map on this link and by searching home post codes: www.sheffield.gov.uk/schools-childcare/school-catchment-checker

'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.

The **'home address'** is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.

'Distance' means the distance drawn in a straight line between the centre point of the home address to the centre point of the Academy.

4.1 Tie breaker

If the admission number is reached mid-category, there are 2 stages in Sheffield of further consideration carried out within the above outlined categories:

1. where exceptional medical, social or special educational needs are demonstrated and evidenced by a professional
2. if no exceptional circumstances are present; admissions are prioritised by the straight line distance from the centre of the home to the centre of the school building.

In Derbyshire where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available,

1. those children living nearest to the school (measured by a straight line distance from home to school) will be given preference,
2. then a random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

5. Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact.

Further information can be found on the relevant Local Authority websites:

- Sheffield local authority appeals <https://www.sheffield.gov.uk/schools-childcare/appeal-your-childs-school-place>
- Derbyshire local authority appeals <https://www.derbyshire.gov.uk/education/schools/school-places/appeals/appeals.aspx>

Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

6. Waiting List

The relevant Local Authority admissions service will maintain a waiting list for each Academy during the autumn term until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

7. In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the Academy's website.

8. Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

9. Deferring Entry to Reception

If the Academy has a reception class, the parent or carer of a primary age child can request that the school delay or defer their child's entry to reception, we follow the Sheffield local authority admissions team process for deferring entry.

10. Sixth Form Admissions

If the Academy has a Sixth Form, details of the admissions arrangements, open dates, deadlines, entry criteria, etc. for Year 12 are detailed on their website.

11. Key Dates

Event	Date
Closing date for Applications	15 January each year (Primary) 31 October each year (Secondary)
National Primary Allocation Day	16 April each year
National Secondary Allocation Day	1 March each year
Open Evenings	Please check the Westfield School website or the Sheffield City Council website or Derbyshire County Council website for more information of a specific date

12. Local Authority Admissions Team Enquiries

Any enquiries should be referred to the Local Authority's Admissions Team:

Information	Sheffield Details	Derbyshire Details
Telephone	0114 273 5766	01629 537479
Email	ed-admissions@sheffield.gov.uk	admissions.transport@derbyshire.gov.uk
Address	Admissions Floor 5 West Wing Moorfoot Sheffield S1 4PE	Derbyshire County Council County Hall Matlock DE4 3AG
Website	Sheffield City Council website	Derbyshire County Council website