



**LEARNERS' Trust**

# Admission Arrangements 2026- 27

Catcliffe Primary School  
High Greave Infant School  
High Greave Junior School

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Admission Arrangements are reviewed annually by the Board of Trustees of LEARNERS' Trust.

Approved by Chair of Trustees		Date:
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# Admissions Arrangements for Rotherham Schools Within The LEARNERS' Trust

## Entry to School 2026/27

**Admissions Authority:** LEARNERS' Trust

\*Admissions to LEARNERS' Trust schools within Rotherham are controlled by the Board of Trustees and administered on behalf of the Trustees by Rotherham Local Authority

Name of School	Pupil Admission Number (PAN)
<b>Catcliffe Primary School</b>  Rotherham Road, Catcliffe, Rotherham, S60 5SW Tel: 01709 828598 Email: <a href="mailto:catcliffe@learnerstrust.org">catcliffe@learnerstrust.org</a>	The agreed PAN for FS2 (Reception) in September 2026 is <u>30</u>
<b>High Greave Infant School</b>  High Greave Road, East Herringthorpe, Rotherham, S65 3LZ Tel: 01709 850201 (Option 2) Email: <a href="mailto:HGINfants@learnerstrust.org">HGINfants@learnerstrust.org</a>	The agreed PAN for FS2 (Reception) in September 2026 is <u>30</u>
<b>High Greave Junior School</b>  High Greave Road, East Herringthorpe, Rotherham, S65 3LZ Tel: 01709 850201 (Option 1) Email: <a href="mailto:HGJuniors@learnerstrust.org">HGJuniors@learnerstrust.org</a>	The agreed PAN for Year 3 in September 2026 is <u>30</u>

### School Admission Arrangements

These arrangements comply with the legal and statutory requirements set out within the School Admission Code (2021). The Board of Trustees is the Admissions Authority for all LEARNERS' Trust schools. Places will be allocated using the admissions criteria given below and will be co-ordinated by the Local Authority. Places will be offered by Rotherham Local Authority on behalf of the Trustees.

The Local Authority Admission to Primary School 2026 booklet contains information on all Rotherham schools and is a guide for parents/carers to the admissions process.

Parents/carers are strongly advised to read the booklet and familiarise themselves with the process and the admission criteria given below prior to submitting their application.

The Admission to Primary School 2026 booklet is available to view online:

<https://www.rotherham.gov.uk/downloads/file/2007/primary-school-application-booklet>

A hard copy of the booklet can be posted to parents/carers on request by telephoning the Local Authority Admissions Team on 01709 823777 or email:

[admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

### Closing Date for Receipt of Applications

For Admission to an Infant, Junior or Primary School in September 2026, the Government has deemed that the National Closing Date for receipt of applications will be 15th January 2026. Parents/carers should submit their Primary school application by this date.

## How to Apply for a Primary School Place

Parents\* of children resident in Rotherham MUST apply via Rotherham Authority.

Rotherham Authority operates an online admissions service to enable parents to apply for their preferred school(s) via the Authority's website:

<https://www.rotherham.gov.uk/schools-schooling/moving-infant-junior-school>

Parents who are unable to apply online or would simply prefer to complete a paper application form can contact the Admissions Team to request a paper copy.

Telephone 01709 823777 email [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

\*However, for a looked after child, the application must be submitted by the social worker via their Local Authority responsible for the child's care rather than the foster carer.

## Admissions Criteria

A) Children with Special Educational Needs:

Applications for children who have SEN will be considered based on these admission arrangements except where the child has a named school within their Education Health Care Plan, in that instance, the school must automatically admit them.

Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria, as outlined below.

B) For all other applications places will be allocated in the following order of priority:

1. Relevant Looked After Children and previously Looked After Children (see note (a) below).
2. Children who, on 15th January 2026, have a specific medical reason, confirmed by a medical practitioner, which the Admission Authority is satisfied makes attendance at the preferred school essential. Parents should ensure that they provide full supporting information to be considered along with their application.
3. Children who, on 15th January 2026, have a compelling social reason which the Admission Authority is satisfied makes attendance at the preferred school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they provide full supporting information to be considered along with their application. \*\* Please note: Very few cases are agreed annually on exceptional medical or social grounds
4. (Junior schools only) in attendance in Year 2 at an associated Infant School.
5. Children who, on 15th January 2026, live in the catchment area of this school as defined by the Admission Authority (advised by the Local Authority) and it is expected will have an older brother or sister on the roll of this school in Years 1-6 (or its associated Junior School in Years 3-6) at the start of the academic year 2027 (see notes (b) and (c) below)
6. Children who, on 15th January 2026, live in the catchment area of the school as defined by the Admission Authority (advised by the Local Authority) (see note (b) below)
7. Children who, on the 15<sup>th</sup> January 2026, it is expected will have an older brother or sister on the roll of the preferred school (or its associated junior school) in Years 1-6 at the start of the academic year 2026 (see notes (c) and (d) below)

8. Children who, on the specified closing date for Primary admissions, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as the measurement “as the crow flies”).

### Notes

Where the published admission number for the school is likely to be reached, in the event of any oversubscription within any criterion preference, priority will be given to children who live nearest to the school as the crow flies. Distance measurements are calculated using GIS which applies seed points as determined by Ordinance 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, 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. Places will be allocated in accordance with the Admission Authority’s co-ordinated admissions schemes for Primary schools. In assessing preferences, the Local Authority will operate an ‘equal preference’ system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

### Admission of children outside their normal age group

Families may seek a place for their child outside of his/her normal age group under various circumstances such as ill health, if the child is gifted and talented or when the child has experienced problems.

### Catchment area

Information on the catchment area for the school can be obtained by contacting the School Organisation Team on (01709) 254831 or on the Local Authority website at: [RMBC Mapping \(Rotherham.gov.uk\)](http://RMBC.Mapping(Rotherham.gov.uk))

- 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 he/she is 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 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. Therefore, you must notify the Admissions Authority in writing if you change address. 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 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)
- brother/sister to be permanently resident at the same address.
  - stepbrother/stepsister to be permanently resident at the same address.
  - half-brother/half-sister to be permanently resident at the same address.
  - brother/sister who do not live at the same residence but, who share the same parents.
  - child of the parent/carer's partner to be permanently resident at the same address.
  - adopted brother/sister permanently resident at the same address
  - foster brother/sister resident at the same address
- d) 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 Authority will establish a waiting list where the number of applications for a schools has exceeded the available places in FS2 (Reception) or in Year 3 for Junior schools. The Local Authority Admissions Team will administer the waiting list on behalf of the school which will operate until the 31 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 Admission criteria, 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 the admissions authority. Further information and the relevant application form is available on the Local Authority website:

[Transferring School during the school year – Rotherham Metropolitan Borough Council.](#)

A paper copy of the application form can be requested from the Admissions Team:  
Telephone 01709 823777 or E-mail [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

If you are moving homes, 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. The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant 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 can make applications up to one term before the date when they would like their child to start at the preferred school. Parents 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 usually be sent on behalf of the Trust (as the Admissions Authority) by the Local Authority Admissions Team. An admissions meeting with members of the leadership team will be convened prior to a student taking up their place at the school.

It should be noted that it is the Admissions Authority position 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.

You have the right to appeal should you be unsuccessful.

Further information is available on the Local Authority website:

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

#### FIND YOUR CATCHMENT AREA SCHOOL

You can use the catchment map to find your catchment area school.

- Visit RMBC Mapping
- Close the disclaimer
- Type your postcode in the address bar to search
- Select a property from the list (if yours is not shown press MORE)
- Click or tap on the property to select it
- The property will be shown on the map
- Select What would you like to do? in the top left corner

- Select Map features
- Select Education
- Tick the Primary & Primary catchment boxes as required
- Click or tap the map and catchment area school/s will appear in a pop-up box

#### USEFUL CONTACTS

##### ADMISSIONS TEAM

Children and Young People's Services

Riverside House

Main Street

Rotherham

S65 1AE

Contact an Admissions Officer on (01709) 823777 or email: [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

##### APPEALS CLERK

Legal and Democratic Services,

Town Hall, The Crofts,

Moorgate Street,

Rotherham

S60 2TH

Tel: (01709) 822054 Email: [schoolappeals@rotherham.gov.uk](mailto:schoolappeals@rotherham.gov.uk)