

# Admissions Policy for the 2027/2028 Academic Year

<b>Author/Owner (Name and Title)</b>	Executive Leadership Team
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Version	Date	Author	Summary of Updates
V13	December 2025	Trust Board of Directors, CEO, DCEO & Legal	<p><b>Addition of where a place is only available for one child from a multiple birth i.e., twins, triplets or higher, each child will be offered a place, within the Sibling Criteria</b></p> <p>Timeframe of academic year added for waiting list: Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the Academic Year.</p>

### **1. Admission Arrangements for Exceed Learning Partnership Academies**

Exceed Learning Partnership is its own admissions authority; this means that the Trust is responsible for setting its own admissions arrangements. For the purposes of aligning with other local schools and academies, the Trust continues to use Doncaster Local Authority for the co-ordination of all admissions and making offers of places.

### **2. General Statement**

In Doncaster, each academy 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 academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community’s children benefits greatly from the association of its academies/schools.

### **3. Admission Number**

- 3.1 An academy must have an admission number (see appendix 1) for each ‘relevant age group’, defined in law as ‘an age group in which pupils are or will normally be admitted to the Academy in question’. The admission number for each year group is set with regard to the capacity assessment for the academy, taking into account the nature and type of the academy 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 academy and those who teach and support them. Where necessary, the Governing Board of each academy consults with the CEO on any proposed changes to the admission number for the academy. (see Appendix 1 for our academies’ admission numbers).
- 3.2 Before making a final decision, the CEO along with the Directors Board and the Academy Principal, will consider the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order. If at any time following the determination of the PAN, a decision is made that the Academy is able to admit above its PAN, it MUST notify the Local authority in good time to allow the Local Authority to deliver its coordination responsibilities effectively.
- 3.3 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on a Common Application Form (CAF) under a Coordinated Admission Scheme (CAS).

### **4. Expressing a Preference – Year of Entry**

Applications for admission to an academy’s year of entry must be made in accordance with the relevant Coordinated Admissions Scheme. The Admissions Scheme is published on the City of Doncaster Council Website

### **5. Closing Date for Receipt of Parental Preferences**

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority’s Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.

## 6a. Eligibility for a Place at a School – Secondary Academies Oversubscription Criteria

### **Secondary Academies:** – Hall Cross Academy\_

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

If the Secondary Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order

#### **a) Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who 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 (see the definition in Section 22(1) of the Children Act 1989)

#### **b) Children of Staff**

Where a member of staff (both teaching and support staff, excluding voluntary 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.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

#### **c) Siblings**

Children with a sibling who is attending the school. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where a place is only available for one child from a multiple birth i.e. twins, triplets or higher, each child will be offered a place.

#### **d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website <https://www.doncaster.gov.uk/services/schools/school-catchment-areas> ) 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.

**e) Link Pyramid School**

Children attending a school which is a linked pyramid school and who have, on the closing date for applications, attended that school continuously for more than one calendar year. These are as follows: Atlas Academy, Bessacarr Primary, Hatchell Wood Primary, Hawthorn Primary, Lakeside Primary, Willow Primary

**f) Trust Schools**

Children attending one of Exceed Learning Partnership Trust Schools (Hill Top Academy, Edlington Victoria Academy, Carr Lodge Academy, Sandringham Primary School, Sheep Dip Lane Academy, Bentley High Street Primary School, Rosedale Primary School, The Mallard Academy, Willow Primary School) for more than one academic year, and who have, on the closing date for applications, attended one of these schools continuously for more than one year.

**g) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, 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.

**6b. Eligibility for a Place at a School – Primary Academies Oversubscription Criteria**

**Primary Academies:** Bentley High Street Primary School, Carr Lodge Academy, Edlington Victoria Academy, Hill Top Academy, Rosedale Primary School, Sandringham Primary School, Sheep Dip Lane Academy, The Mallard Academy, Willow Primary School

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

If the Primary Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order

**a) Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including

those 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. A looked after child is a child who 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 (see the definition in Section 22(1) of the Children Act 1989)

**b) Children of Staff**

Where a member of staff (both teaching and support staff, excluding voluntary 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.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

**c) Siblings**

Children with a sibling who is attending the school. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where a place is only available for one child from a multiple birth i.e. twins, triplets or higher, each child will be offered a place.

**d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>). 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.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, 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.

## 7. The Offer of a Place at an Academy/School

Decisions will be emailed to parents in accordance with the Local Authority's Coordinated Admissions Scheme. The offer is made on the National Offer Day.

## 8. Unsuccessful Applications

Any parent whose child is not offered an academy place for which they have expressed a preference has the right to an independent appeal.

## 9. Waiting Lists

- 9.1 Pupils will be added to the waiting list(s) of academies where they are refused a place and those academies were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the Academic Year.
- 9.2 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy. 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 written confirmation of the vacancy is received.
- 9.3 Looked after children or previously looked after children will be allocated a place at the academy in accordance with the Fair Access Protocol and will take precedence over those on the waiting list. Details about Doncaster's Fair Access Protocol is available at:  
[www.doncaster.gov.uk/services/schools/school-admissions](http://www.doncaster.gov.uk/services/schools/school-admissions)

## 10. In-Year Transfers

- 10.1 A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the City of Doncaster Council website.
- 10.2 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.
- 10.3 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.
- 10.4 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.
- 10.5 If a place is agreed, the Principal will, within two weeks of a place being offered, determine a start date.

- 10.6 Pupils are normally admitted to an academy at the start of the next new term other than with the prior approval of the Principal of the academy or in circumstances beyond parental control e.g. movement into the Borough.
- 10.7 Pupils are required to start at the academy within two weeks of the start date offered by the Principal and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 10.8 Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been significant and material change to either the families' or the academy's 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.
- 10.9 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

## 11. Nursery Admissions

- 11.1 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.9)
- 11.2 Pupils are entitled to 15 hours' free provision per week for 38 weeks.
- 11.3 **Admission Limit**  
 The Admission Limit of each academy (see appendix 1) determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and;
- is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and
  - takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.
- 11.4 **Closing and Announcement Dates**  
 The closing date for receipt of applications for nursery 6th October 2025. Local Nursery Offer Date is 6th November 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.
- 11.5 Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.
- 11.6 **Admission to Nursery**  
 A child who has attained the age of three years on, or before, 31<sup>st</sup> August will normally be admitted part-time to a nursery class from the start of the following school year.

11.7 Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

11.8 Only in exceptional circumstances will a pupil be allowed to transfer between academies/schools during a term i.e. where they change their address or there is a change in child care arrangements.

#### **11.9 Early Admission**

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

- a) Children born in the Autumn Term may be able to start in the Spring Term.
- b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

#### **11.10 Allocation of Places and Admission Criteria**

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

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

##### **a) Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who 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 (see the definition in Section 22(1) of the Children Act 1989)

##### **b) Children of Staff**

Where a member of staff (both teaching and support staff, excluding voluntary 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.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

**c) Siblings**

Children with a sibling who is attending the school (excluding nursery). Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where a place is only available for one child from a multiple birth i.e., twins, triplets or higher, each child will be offered a place.

**d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>). 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.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, 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.

**11.11 Waiting Lists**

In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application.

11.12 Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

**11.13 Further Information**

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy or the LA as follows: -

**Address:** Admissions and Pupil Services, City of Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU  
**Telephone:** 01302 737274 or 01302 737205  
**email address:** [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

**12. Deferred and Delayed Entry**

**Deferred Entry and Part-Time Attendance in Reception Year**

All children are entitled to a full-time place in Reception starting in the September following their fourth birthday. However, they do not reach compulsory school age (CSA) until one of three prescribed dates after their fifth birthday:

Born on or between	Date the child reaches compulsory school age
1 September and 31 December	Reach CSA on 31st December (following their 5th birthday).
1 January and 31 March	Reach CSA on 31st March (following their 5th birthday).
1 April and 31 August	Reach CSA on 31st August (following their 5th birthday).

Parents have the absolute right to delay their child's school start until they reach CSA. This is known as deferred entry or delayed entry for summer born children (see below). The Academy cannot refuse this request.

If parents choose to defer their child's entry during the school year, the Academy will reserve their place in Reception for up to two terms (until the Easter holiday). However, places cannot be deferred or retained beyond this point.

Parents also have the absolute right to choose part-time attendance until their child reaches CSA. This option can be exercised throughout the school year and may be combined with deferred entry. For example, a child born on February 5 could delay their start until after the Christmas break and then attend part-time until Easter.

Parents wishing to defer entry or opt for part-time attendance should apply for a place as usual. Once they have accepted the offer, they should inform the Academy of their decision, preferably in writing. No explanation is required.

**Delayed Entry for Summer Born Children**

Children born between 1 April and 31 August (referred to as "summer-born children") reach CSA on 31<sup>st</sup> August following their fifth birthday. As a result, they are not legally required to start school until the September after they turn five, which is one academic year later than when they first become entitled to a full-time Reception place.

Parents of summer born children can defer their child's place for one or two terms and/or opt for part time attendance throughout the school year until they reach compulsory school age, as set out above. However, parents cannot defer their child's place for a full academic year and still retain it. If they wish for their child to start school in the following academic year instead, they must decline the offered place and reapply for admission the next year.

If parents choose to delay their child's admission by one full academic year, the default position is that the child will enter Year 1 with their normal age group. This means:

- The child will not have attended Reception, missing the early years foundation stage of school.
- Admission to Year 1 is subject to available places, which are often limited, meaning a place cannot be guaranteed.

Parents may request that their summer-born child starts Reception a year later, instead of moving straight into Year 1 with their age group. The process for making this request is outlined below. However, unlike deferred entry or part-time attendance (which are legal entitlements), there is no absolute right to delayed admission to Reception. Each request is considered individually, and the decision rests with the admission authority of the school.

Parents who wish to request delayed admission should submit their request as early as possible, ideally well before application deadlines, to ensure they receive a decision in principle. This allows them to make an informed choice when applying for school places.

Before deciding to delay your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

### **Requests for Admission Outside Normal Age Group**

Parents have a right to request that their child is admitted to a year group other than their normal year group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

If you wish to delay your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.

For Academies within Exceed Learning Partnership, you must complete a Request to Delay Admission Form (see appendix 3) and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

Parents are strongly encouraged to submit their requests well in advance of application deadlines to

receive a decision in principle, allowing them to make informed choices when applying for admission.

As described above, each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Principal of the school concerned. You will receive a response in writing to your request before the national offer date setting out clearly the reasons for the decision.

If your request to delay is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year.

If your request to delay is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

If a request for admission outside the normal age group at a secondary school is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 8 for the September following the child's twelfth birthday.

### 13. Independent Appeals

If a place is not offered at a preferred academy, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the notification that an application was unsuccessful by requesting an appeal form and emailing the following information to [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk)

**Childs Name, Childs Date of Birth, School you wish to appeal for**

### 14. General Information

#### 14.1 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 admission authority of their circumstances as they apply to the admission criteria at the time of application.

#### 14.2 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.

#### 14.3 Random Allocation

The Random Allocation process will be conducted independently of the Trust and the school. It will be managed by the Local Authority's Admissions Team. Pupils will be randomly assigned a rank number, and the draw will be carried out using a third-party service (www.Random.org or equivalent).

### 14.3 Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Details about Doncaster's Fair Access Protocol is available at [www.doncaster.gov.uk/services/schools/school-admissions](http://www.doncaster.gov.uk/services/schools/school-admissions)

## 15. Explanatory Notes

### i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

### ii Co-ordination Admissions Scheme (CAS)

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

### iii Looked-After Children or previously Looked-After Children

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who 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 (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### iv Ordinarily Resident

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 the waiting list place amended as necessary.

### v 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, or the Local Authority's In-Year Fair Access Policy.**

Policy Agreed: December 2025

Signed CEO:



Signed Chair of Directors:



Policy to be reviewed: January 2027

**Appendix 1 Exceed Learning Partnership Academy Admission Numbers**

Academy/School	Main School Admission Number	Nursery Admission Number
Bentley High Street Primary School	60	52
Carr Lodge Academy	60	52
Edlington Victoria Academy	60	52
Hill Top Academy	50	52
Rosedale Primary School	30	39
The Mallard Academy	60	52
Sandringham Primary School	60	52
Sheep Dip Lane Academy	40	52
Willow Primary School	60	0
Hall Cross Academy (Secondary)	310	N/A

## Appendix 2 School Admissions September 2026

Please apply on line <https://www.doncaster.gov.uk/services/schools/school-admissions>

For further information, please contact:

- telephone: 01302 736000
- [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

### Nursery Admissions

6 October 2025 Closing date for all first-round applications

6 November 2025 Local Nursery Offer Date

Further applications can be received and considered after the closing date.

### Reception and Junior Admissions

15 January 2026 Closing date for all applications

16 April 2026 National Offer Day for Primary school places (notifications sent to parents)

### Secondary Admissions

31 October 2025 Closing date for secondary applications

2 March 2026 National Offer Day for secondary school applications (notifications sent to parents)

**Sixth Form Secondary Admissions please refer to Hall Cross Academy**  
<https://hallcrossacademy.co.uk/joining-our-academy/admissions/>

### Appendix 3 Request for Delayed Entry

#### Request for Delayed Entry

This form is for parents seeking approval for their child to be admitted out of their normal age group.

For summer born children (children born between 1 April to 31 August in any year) if approved, you will be entitled to apply for a place for your child to start a reception class when they reach compulsory school age (ie the term following their fifth birthday).

If you are applying to an Academy, Aided or a school outside of Doncaster you will need to contact the school directly for information on how to make your request. You may use this form.

Child's Forename	Child's Surname	Child's Date of Birth
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<b>Your Address</b>	Male <input type="checkbox"/>								
House No./Name _____	<input type="checkbox"/>								
Street Name _____	Female <input type="checkbox"/>								
Village _____ Town _____	<input type="checkbox"/>								
Post Code <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									

Phone Number	Email Address
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Parent/Guardian's full name:

Name of school(s) to which you are seeking approval to apply outside of the normal age group.

Is your child currently being assessed for an Education Health and Care Plan? YES /NO

Is your child currently in receipt of early years' provision: YES / NO (delete as applicable)

Name of early years' provider: .....

Number of hours attended: .....

Was your child born prematurely? YES / NO (delete as applicable)

If yes, please provide your child's due date: day ..... month ..... Year .....

Are there any other agencies involved with your child ? Please give details below:-

.....  
.....

Please explain below why you consider deferred admission to a reception class is in your child's best interests. If you wish to provide any professional evidence to support your request, please attach it to this form.

Signed: ..... Date: .....

I confirm that the information provided on this form is true and accurate.

I have discussed this request with any person who has parental responsibility for the child. I consent to

the information contained in this form being shared with the Principal/Headteacher of the school(s) to which my request for delayed entry is made.

Please return your completed form, along with any additional documentation you wish to be considered, to the academy in the first instance.

### **Data Protection**

We need the information we are asking for so that we can consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared with other agencies that are involved in the health and welfare of school children. If you have any questions, contact City of Doncaster Council's School Admission Team, or your academy in your first instance.