



## Admissions Policy 2027-28

<b>Author</b>	Claire Hogg
<b>Date of issue</b>	01/09/2027
<b>Date ratified</b>	14/01/2026
<b>Date for review</b>	31/08/2028

### DOCUMENT CONTROL

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed and consulted on at least every 7 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

# Admission Policy

## Academic Year 2027-28

### 1. Introduction

- 1.1. This document sets out the admission arrangements for Mercia School 2027/28. Mercia School is a 11 -18 secondary school and sixth-form provider.
- 1.2. Mercia School operates within the statutory Admission Code of Practice. The admission arrangements set out in this document include the oversubscription criteria and other detailed information that explain how the school manages this function. As an Academy School, Mercia School is its own admissions authority and is responsible for setting and applying its own admission arrangements. The admission arrangements that are set out below are those determined by the Mercia Learning Trust for admission to Mercia School.
- 1.3. Mercia school admission arrangements are operated by Sheffield Local Authority and admissions are dealt with by the Local Authority Admissions Team:

5th Floor South, Howden House, Union Street, Sheffield, S1 2SH

Tel: 0114 273 5790

Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

- 1.4. Sheffield Local Authority co-ordinates the allocation process for the normal year of entry (Year 7) for all Sheffield residents and applies the criteria on behalf of Mercia Learning Trust and Mercia School by agreement.
- 1.5. Sheffield Local Authority is also responsible for coordinating in-year applications on behalf of Mercia Learning Trust.

### 2. Admission Number

- 2.1. The school has an admission number of 180 for entry in Year 7.
- 2.2. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, our Trust will offer places at the school to all those who have applied.
- 2.3. The PAN is 180 for admission in the academic year 2027/28.

### 3. Application process

- 3.1. Applications for places at Mercia School are made in accordance with the statutory Admission Code and are made on the Common Application Form provided and administered by the Sheffield LA on behalf of Mercia School. This means that a parent/carer must complete the Common Application Form expressing up to three preferences and the Authority liaises with schools and other Local Authorities on their behalf.
- 3.2. The Local Authority will inform the parent/carer of the outcome of their application, including the reason for the refusal and information on the appeals process if a place is refused at any of their preferred schools.
- 3.3. The Local Authority will communicate the outcome of individual applications to parents on Mercia School's behalf on the national offer day, 1 March 2027 for Y7 applications.
- 3.4. Nevertheless, Mercia Learning Trust is still responsible for considering the applications and ensuring that Mercia School admission arrangements are compliant with the School Admissions Code. The local authority applies the oversubscription criteria on behalf of Mercia School by agreement.
- 3.5. If you are a parent or carer and wish to apply for a place at Mercia School, you will need to complete the Common Application Form via the Local Authority Website. The Common Application Form can be obtained from:  
<https://www.sheffield.gov.uk/schools-childcare/how-apply-school-sheffield/apply-secondary-school>

### 4. Special Educational Needs

- 4.1. Section 324 of the Education Act 1996 requires that the Trust Board of all mainstream academy schools admit a child with an Educational Health Care Plan that names their school. This is not an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places or not. Mercia School complies fully with this requirement.

## 5. Oversubscription Criteria

5.1. The following oversubscription criteria outline the priorities for admission to Mercia School.

5.1.1. **Priority 1** - Children in Public Care (Looked After Children) & Previously Looked After Children (PLAC)

5.1.1.1. All Admission Authorities MUST prioritise the admission of "Relevant Looked After Children" within their admission criteria. A "Relevant Looked After Child" is defined as "a child who is looked after by a local authority in accordance with Section 22 of the Children Act 1989(b) and who (i) is looked after at the time an application for admission to a school is made and (ii) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school. The Admission Code of Practice extend this category to also include PLAC i.e. children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order". The definition of previously looked after children included 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.

5.1.2. **Priority 2** - Catchment Area with Sibling

5.1.2.1. Children who live in the catchment area at the latest date for receiving applications and who will have a sibling attending Mercia School in September 2027 will be prioritised above other catchment applicants. If the older sibling will be attending Mercia Collegiate Sixth Form they will only meet the sibling criteria if they have previously attended the school, e.g. in any year between Years 7 and 11.

5.1.3. **Priority 3** - Up to 3 children of school staff, including teaching and associate staff (non-teaching staff), who have been in post for at least two 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 demonstratable skill shortage. If the post is to fill a skill shortage, the 2 year minimum service will not apply.

5.1.3.1. Children of staff applications must apply to the Local Authority as normal and complete a supplementary information form to confirm that they fall into this category. The Authority will then send any applications in this category to our Trust for validation.

5.1.3.2. If more than 3 applicants meet this criterion, places will be allocated by applying random allocation. The random allocation process will be carried out by the Local Authority who are independent to the Mercia Learning Trust. See section 6.2.

5.1.4. **Priority 4** - Children attending our Trust Feeder School, Nether Edge Primary School.

5.1.4.1. Pupils attending Nether Edge Primary School, a designated feeder primary school within the Mercia Learning Trust, at the time of application.

5.1.5. **Priority 5** - Catchment Area

5.1.5.1. Children living in the catchment area for Mercia School that do not have a sibling attending, will be considered next.

5.1.6. **Priority 6** - Non-Catchment Siblings

5.1.6.1. Children who do have an older brother or sister (sibling) at Mercia School on the date of admission, will be offered a place if any places remain after all above categories have been allocated. A pupil is not afforded sibling status if the older sibling transfers to Mercia School sixth form having not previously attended there. A sibling is defined as a child who permanently or usually lives at the same address as:-

5.1.6.1.1. a brother and/or sister

5.1.6.1.2. a stepbrother and/or stepsister (including half-brothers/sisters) and in both cases will attend Mercia school at the time of entry.

5.1.6.2. Where places are obtained under this category, parents and carers must note that, places cannot be guaranteed in future years for younger children.

5.1.7. **Priority 7** - Designated Feeder School

5.1.7.1. If your child attends a primary school which is officially designated as a feeder to Mercia School, but you live outside the catchment area, you will be offered a place after all above categories have been allocated.

5.1.7.2. Parents whose child falls under this category should note that if they attend a non-catchment primary school, they have less chance of being allocated a place at Mercia School than those who live in the catchment area or have a brother or sister at the school. For information about designated feeder schools please contact Secondary Admissions on 0114 273 5790.

#### 5.1.8. **Priority 8 – Other Applications**

5.1.8.1. Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

### **6. Tie Breakers**

6.1. For any admission category that is oversubscribed there are two stages of further consideration:

6.1.1. Where exceptional medical, social or special educational needs are demonstrated/supported by professional evidence, an application may be prioritised by the Admissions Committee (AC) but only within the admission category. Please note this list of circumstances is not exhaustive and is provided simply as an example of reasons for which the AC may prioritise a case. It is your responsibility to provide supporting evidence to demonstrate your exceptional reasons. For example, if you or your child has medical reasons for applying for a school, you must provide evidence from a relevant medical professional with your application. If you apply online or over the telephone you can send any additional evidence by post.

6.1.2. If there are no exceptional circumstances, all applications will be prioritised first by the admission category and then by distance from the home address to a designated point at the school building. This is a straight-line measurement.

6.2. For priority 3

6.2.1. If there are more than 3 applicants, places will be allocated using random allocation. The random allocation process will be carried out by the Local Authority who are independent to our trust.

### **7. Twins and Multiple Births**

7.1. In circumstances where there is one place remaining and the next eligible children are twins or multiple birth, the Local Authority may make an exception and allocate above the admission number. The Authority cannot guarantee that other siblings of multiple birth families will automatically follow if one is offered a place through normal arrangements. Children living equal distances from the School In circumstances where two or more children live at addresses that are equidistant from the school the place will be allocated through the process of Random Allocation.

### **8. Appeals**

8.1. If your child has been refused a place at Mercia School, you have a right of appeal to an Independent Appeal Panel. To appeal you must complete an appeal form which must be obtained by downloading a form from Sheffield City Council's website;

<https://www.sheffield.gov.uk/schools-childcare/appeal-your-childs-school-place>

or by contacting the Admissions Team; email to [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk) or [schoolappeals@sheffield.gov.uk](mailto:schoolappeals@sheffield.gov.uk) or by telephone to 01142 735790

### **9. Waiting Lists**

9.1. The Authority will establish a waiting list for Mercia School, where the number of applications for Mercia School has exceeded the number of places available. Your child will automatically be placed on a waiting list for Mercia School where they have been refused a place at a school ranked higher.

9.2. Waiting lists for Mercia School will be maintained until the 31 December.

9.3. Priority on the waiting list is determined according to the oversubscription criteria for Mercia School not by the length of time on the list or date of application. Your child's position on the waiting list can go down as well as up because of how pupils are prioritised on the list.

9.4. A place normally becomes available at Mercia School only when the number of pupils allocated falls below the published admission number. Should a place become available at Mercia School, it will be automatically allocated in writing to the child at the top of the list. The previous school allocated by the Local Authority will automatically be withdrawn.

- 9.5. If you no longer wish to remain on a list, please contact the Admissions Team. If you would like your child to be placed on a waiting list of a school that you ranked lower than the one you have been allocated, you must request this in writing to the Admissions Team.
- 9.6. A place on the waiting list does not guarantee that your child will secure a place at Mercia School, nor does it mean that you should not continue to try and secure a school place elsewhere.

## **10. Change of Address**

- 10.1. If you change address or are planning to move, the Admissions Team will need to see proof of your new address. A house move may change your catchment area and affect the status of your application. If you are considering a change of address, you should contact the Admissions Team to be advised of the possible change to your application and to determine what proof is required.

## **11. Entry Outside the Normal Year Group**

- 11.1. On rare occasions parents may seek entry into secondary school for their child earlier/later than the normal date. In such cases parents should make their request in writing to Secondary Admissions giving full reasons.

## **12. In Year Application**

- 12.1. Parents wishing to apply for a place in year groups other than Year 7 should complete a transfer form available from your child's current school.

## **13. Admissions Team contacts details**

- 13.1. For more details regarding admission arrangements, the coordinated admission arrangements, online admissions and choices, please read the Sheffield local Authority parents guide:

<https://www.sheffield.gov.uk/schools-childcare/how-apply-school-sheffield/apply-secondary-school>

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

Telephone: 0114 273 5790

Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

Admissions Team: Pupil Admissions, 5th Floor South, Howden House, Union Street, Sheffield, S1 2SH