

EMMAUS



Catholic and Church of England Primary School

Diocese of Hallam Schools' Department-Diocese of Sheffield Board of Education

Admission Policy 2026-27

Introduction

Emmaus Catholic and Church of England School is a Voluntary Academy in the Catholic Diocese of Hallam and Church of England Diocese of Sheffield, working in partnership in the Hallam Schools' Partnership Trust.

The school provides a distinctive Christ centred education rooted in the Catholic and Church of England traditions for children aged between 4+ to 11+ years with priority being given to Catholic and Church of England children who live within the feeder parishes as identified in **Footnote 1**.

St Clare Catholic Multi Academy Trust is the admissions authority and has delegated responsibility for setting and managing admission arrangements to the Local Academy Committee of Emmaus Catholic and Church of England school. It is guided in that responsibility by the requirements of law, the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and their duty to the Church of England and Catholic communities and the Common Good.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

Please note that admission to the Academy does not guarantee admission to a Catholic or Church of England High School. These schools will operate their own admission policies.

The admission number for 2026/27 is 45

This number has been calculated according to the capacity of the school, which the law defines.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield Local Authority, and who have expressed a preference before the closing date for their child to attend one of three schools, will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with St Clare Catholic Multi Academy Trust and the governing body of each school in the Trust, which

includes Emmaus Catholic and Church of England Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam SUPPLEMENTARY INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET. The closing date for receipt of applications for Reception F2 is 15 January 2026

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2026/2027

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 26/27 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit all children into school from September 2026.

Oversubscription Criteria:

Please note that children who have a Statement of Special Educational Needs or an Educational Health Plan (see **footnote 2**) that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number of 45 the Governing Body will apply the following criteria in strict order of priority.

Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority, will make a decision based on the shortest distance between the applicant's home and the main entrance of the school by the most direct route as measured by the local authority.

- 1.** Baptised Church of England children and baptised Catholic children (see **footnote 3**) who are Children Looked After or are previously Children Looked After (see **footnote 4**)
- 2.** Baptised Church of England children and baptised Catholic children (see **footnote 3**) who are siblings (**footnote 5**) of Church of England or Catholic children attending Emmaus Catholic and Church of England Primary School at the time of their admission
- 3.** Baptised Church of England children and baptised Catholic children who are residents within the parishes of Our Lady Queen of Heaven & St Oswald's or St John's Park
- 4.** Children in Public Care (Children Looked After) and previously looked after (see **footnote 4**)
- 5.** Siblings (see **footnote 5**) of children already attending Emmaus Catholic and Church of England Primary School, at the time of their admission.
- 6.** Children whose parents (see **footnote 7**) are members of any other Christian Churches (see **footnote 6**) at the time of application whose parents have sought the written support of their

minister and live within the boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes

7. Children whose parents actively seek a Christian Education and live within the boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
8. Children of other faiths whose membership is evidenced by a religious leader and who live within boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
9. Other Baptised Church of England and Catholic children resident outside the parish boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
10. Children whose parents (see **footnote 7**) are members of any other Christian Churches (see **footnote 6**) at the time of application whose parents have sought the written support of their minister and live outside the parish boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
11. Children of parents who actively seek a Christian Education and live outside the parish boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
12. Children of other faiths whose membership is evidenced by a religious leader and who live outside the boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
13. Other children

Footnotes:

Footnote 1.

The total geographical area covered by the parish boundaries of St John Park and Our Lady Queen of Heaven & St Oswald.

Footnote 2

A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 3

For a child to be treated as Church of England or Catholic, evidence of Church of England baptism or Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Vicar or Parish Priest, who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a child looked after who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a child looked after (e.g. a child looked after in the process of adoption by a Catholic family).

Footnote 4

A 'child looked after' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously child looked after' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Footnote 5

Definition of Siblings includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

Footnote 6

"children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Footnote 7

A parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

Place of Residence

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round¹, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to Anna Poole by 15 January 2026.

You will be advised of the outcome of your application on 15th April 2026 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

¹ This is for admission to the school at the start of the school year in September and not for applications made in-year.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2026

Late Applications²

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, 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 on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, 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, by the Governing Body and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:
Legal and Governance Section, Town Hall, Sheffield, S1 2HH.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Timetable:

Details of key dates within the Admissions process are published on the Sheffield City Council Website

Documentation Required

1. The school requires additional information not contained on the **Common Application Form**. This additional information is needed to place your application in the correct priority of admission category.

² This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.

2. The **Supplementary Information Form**, obtainable from the LA admission booklet or by downloading a copy from www.sheffield.gov.uk/pupiladmissions, should be completed and returned to the school by the closing date.
3. A copy of the child's baptism certificate if the applicant is a baptised Church of England or baptised Catholic
4. Ministers Reference: this is required for children who are not Baptised Church of England children or baptised Catholic children but are members of other Christian Churches or other World Faith.

This Supplementary Information form is not an application for admission to the school and its return does not guarantee a place at the school

Failure to complete and return the Supplementary Information form may affect the admission category your application is placed in.

Policy Monitoring and Review

This policy is to be reviewed every year.