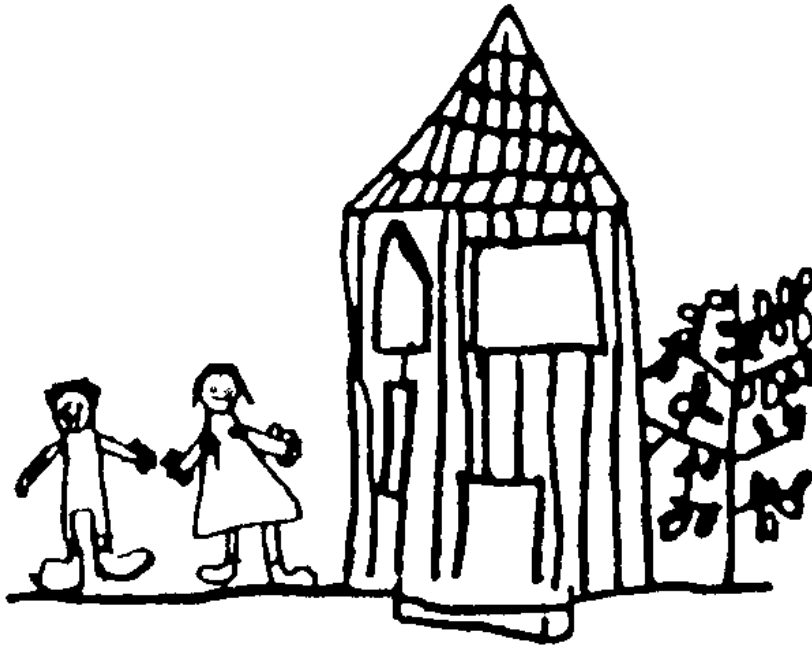


**Broomhill Infant School**



# Admissions Policy

Reviewed by Governors April 2025  
Next review date April 2026

**Beech Hill Road  
Broomhill  
Sheffield S10 2SA**

**Head teacher: Ms. Jane Barnes**

**Telephone: 0114 2660936**

**School Category: co-  
educational**

**Email/Website:**

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<http://broomhill.sheffield.sheffield.sch.uk>

**Religious Affiliation: None**

**Age Range: 4+ to 7+**

**Admission Number for  
Reception: 40**

**Anticipated number of  
pupils on roll at September  
2025: 120**

Broomhill Infant School is a small school (120 pupils) with Foundation status. It is maintained by Sheffield CYPD. It is situated in the central area of the city. The school has four classes.

The school was inspected by Ofsted in November 2023 and was judged “Good “with “Outstanding” for “Personal Development”.

The school was reaccredited the ‘Eco School Green Flag’ in March 2021. In August 2014 Broomhill Infant School became a ‘Forest School’. The school has been granted RHS level 5 Schools Award July 2017. In 2024, we became a Flagship school for Jigsaw Outdoors, promoting PSHE in our Forest School.

The school is inclusive in nature and serves children and families from a wide range of social, cultural and ethnic backgrounds. This aspect is highly valued in contributing to the breadth of the educational, creative and social experience of our pupils. A third of our children speak English as an additional language and this is celebrated in our school. The school has a higher than average mobility of pupils, partly due to families who study at the university or work at the hospitals and then return to their country of origin or move to another area.

The school has linked status with Nether Green Junior School. The majority of Year 2 pupils transfer successfully to this school.

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## **The Admission Code**

The code will apply to admission arrangements determined in 2025 for admission in school year 2026/27 and any future years. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code. Where a school is the admission authority, this responsibility falls to the governing body or Academy Trust.

## **Admission Arrangements to the School**

Children can start school in the September after their 4<sup>th</sup> Birthday. Parents of four-year-olds have greater flexibility over choosing when their child can start primary school. The Governing Body, which is the admissions authority for this school, usually admits children at one point during the school year which is September. To discuss any other options please contact the Head teacher at the school.

## **Admission Criteria's**

Where there are more applications for admission than the indicated admission number<sup>1</sup>, the Admission Committee will apply the following criteria in order:

### **1. Children in Public Care (Looked After)**

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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

2. Any child that has an EHC plan **at the time of application** that names Broomhill Infant School as a first choice will be considered for a place. An EHC Plan is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child.

- 3 Where the child has a sibling<sup>2</sup> attending the school at the time of admission. In addition, the attendance of an older sibling at our linked junior school (Nether Green Junior School) will be included.
4. Proximity<sup>3</sup> of the child's ordinary place of residence<sup>4</sup> to the school, with those living nearer being accorded the higher priority.

Notes.

1. The Indicated Admission number for Broomhill Infant school is 40.
2. A sibling is a child who permanently or usually lives at the same address as: -
  - a. the child for whom an application has been made and who will attend the preferred school or the linked Junior school at the point of entry and;
  - b. a parent or person who has parental responsibility for the child for whom an application for admission is being made.
3. A determination of proximity is the distance measured by a straight line between the child's ordinary place of residence and the main entrance to the school building.
4. The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the latest date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week. 'If parents share responsibility in equal measure, they will be asked to agree upon the 'normal place of residence': schools cannot make this decision for parents.

### **Allocating places**

The Admissions Committee allocates places on the basis of Broomhill Infant School's determined admission arrangements only, and a decision to offer or refuse admission **is not** made by one individual.

### **Infant class size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single schoolteacher. Additional children may be admitted under extremely limited exceptional circumstances.

### **Waiting lists**

The Admissions Committee maintain a clear, fair and objective waiting list for each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority **is not** given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, **will** take precedence over those on a waiting list.

On receipt of an **in-year application** Primary Admissions will notify the Admission Committee of the school of the application. The school will advise the outcome of places available or not. Primary Admissions will inform parents of the decision. This allows the local authority to keep up to date figures on the availability of places in the area. Primary Admissions will (the school can) inform parents of their right to appeal (usually to be made within 20 days) against the refusal of a place

### **Right to appeal**

The Admission Committee informs Primary Admissions of a decision to refuse their child a place at a school for which they have applied and the reason why admission was refused. Primary Admissions will inform parents of the decision and about the right to appeal; the deadline for lodging an appeal (usually 20 days) and the contact details for making an appeal. Parents **will** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. The Admission Committee **will not** limit the grounds on which appeals can be made.

## **Key Dates**

Closing and allocation dates will be consistent with Sheffield Authority's coordinated scheme.

## **Parental Preference- How to apply.**

Parents whose child attends a nursery will be contacted by Primary Admissions to apply for a school place. Parents (child without a nursery place ) will apply to Primary Admissions at Sheffield City Council who provide a paper or online application form and also deadline dates.

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 preferences of schools in rank order of preference.

Parents should contact the local authority about schools' arrangements for admissions and admission appeals.

## **PLEASE NOTE HOWEVER:**

All applications will be considered by the admission authority of this school on an equal preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's over subscription criteria to your application irrespective of whether this school is your first, second or third preference. The ranking of your preference will only be used in the final allocation of a place within the LA'S co-ordinated scheme where there is more than 1 potential offer.