

1 July 2020

Dear Parent(s)/Carer(s)

As your child will leave primary education in 2021, I write to inform you of how to apply for a secondary school place.

Please note if your child has an Education, Health & Care Plan please contact the EHCP Assessment Team for details of how to apply. Please do not apply using the online service. If you are the carer of a child in public care, please contact your Social Worker to discuss making this application.

If you do not live in Rotherham (i.e. you do not pay your council tax to Rotherham Council) then you will need to contact your home authority for details of how to apply for a school place.

The Admission to Secondary School 2021 booklet is a guide to the admissions process. You are strongly advised to read the admissions criteria for your preferred school(s). A full copy of Rotherham's 'Admission to Secondary School Booklet 2021' is available on-line (www.rotherham.gov.uk) or by calling the Admissions Team on 01709 823777. You can apply online, please see overleaf for guidance. If you are unable to apply on-line or would prefer to complete a common application form, please contact Admissions on 01709 823777.

The address held by the Admissions Team has been supplied by your child's primary school. Routine checks are carried out and proof will be requested if confirmation of an address is required.

The national closing date 31 October, but late applications received by this Authority up to and including 30 November 2020 will be included in the offer of a secondary school place made on the national offer day as per the pre-existing agreement between Sheffield, Barnsley and Rotherham.

More information can be found overleaf, but if you require any further information on this process please contact an Admissions Officer who will be happy to offer any assistance.

Yours sincerely



Dean Fenton, Head of Service, Access to Education

Which school(s) do I apply for?

Information about Rotherham Schools and admission policies can be found in our Secondary School Admissions Booklet available from the Admissions Team or at www.rotherham.gov.uk/schools. You may find it helpful to visit school(s) before deciding. Details of open evenings are available from the schools.

How do I apply on-line?

It's easier to apply online. The online service opens on 1 July 2020. Enter the website (www.rotherham.gov.uk/education) and click on the 'Starting secondary School' where a link to the on-line service will be. You will get a receipt by email instantly and then your decision will be emailed to you on the day the letters are posted (if you have elected to be notified by email). Make sure that you make a note of your password and email address you used. If you return to your application to view or make any changes, please make sure you re-submit your application and receive confirmation of your changes by email.

How many schools can I apply for?

You can apply for up to three schools and you should list them in your preferred order. You can also include your reasons if you wish. Although not guaranteed, listing more than one school means you have more chance of being offered a school you prefer. If your child is eligible for a place at more than one school, a place will be offered at the one you put highest. You may wish to include your catchment area school as one of your preferred schools as failure to do this could result in your child having to travel a long distance to school.

Applying for a school outside Rotherham?

You should include the school on your Rotherham application form. Please note other authorities may have different admission arrangements to Rotherham therefore we **strongly** advise you to check this with the relevant authority. You should then make sure you submit your application, via Rotherham, by the other authority's closing date not ours. Failure to do so may mean your application is deemed as a late application by that Authority and therefore given a lower priority.

Applying for a church school?

Church schools often need more information so you will need to complete their supplementary information form available from our website or the school. This must be sent to your requested school(s) along with any further evidence the school may require. If you have any queries regarding what information a church school requires please contact the school direct.

When do I find out?

The national offer day is 1 March 2021. Emails will be sent to the email address used to complete the online form on this day. Decision letters will be posted to none on-line applicants on 1 March 2021.

False or Misleading Information

Rotherham Borough Council takes very seriously any attempt to gain an advantage in the admissions process by giving false information. It is important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative's address, a business address or by temporarily renting a property near to a popular school. Each year a few parents try to get a school place by providing false information, which could result in them taking a place that should have gone to another child.

The Local Authority will investigate all instances where a parent is thought to have provided false or misleading information in order to gain admission to a school. Your address will be checked by reference to various records and, if necessary, by a council officer visiting the application address. A false application may, in addition to possible prosecution, lead to the withdrawal of your child's place in the school applied for, even if the child has already started school.

Home to School Transport - The Council's Home to School Transport Policy can be accessed at <https://www.rotherham.gov.uk/schools-schooling/guide-school-transport-travel/1>