



**WALES HIGH SCHOOL  
ACADEMY TRUST**

**ADMISSIONS ARRANGEMENTS  
Academic Year 2025/26**

REVISION DATE	APPROVED BY	DATE OF APPROVAL
November 2022	Governing Body	November 2022

**Policy to be reviewed annually**

**All policies are available on the school website**

# Admissions Arrangements for Entry to School 2025/26

**Name of School: Wales High School**

**Admissions Authority: Wales High School Academy Trust**

**The Published Admission Number for entry to Year 7 for Wales High School is: 310**

Places will be offered in accordance with Rotherham Local Authority co-ordinated admissions schemes for secondary schools.

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan as part of that process.

Information on the catchment area for the school can found via [RMBC mapping](#), obtained by contacting the School Organisation Team on (01709) 254831 or on the Local Authority website at:

[Finding and choosing a school – Rotherham Metropolitan Borough Council](#)

Catchment area list of streets can be seen at appendix 1

## Admissions Criteria

### A) **Children with Special Educational Needs:**

A small number of children will have an Education Health Care Plan that names the school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the admission authority's published admissions criteria.

### B) **For all other applications places will be allocated in the following order of priority:**

- 1 Looked After Children and previously Looked After Children (see note (a) below).
- 2 Children who, on 30 November 2024, have a specific medical reason, confirmed by a medical practitioner, which Wales High School is satisfied makes attendance at **this particular school** essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 30 November 2024 have a compelling social reason which Wales High School is satisfied make attendance at **this particular school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously impaired if he or she did not attend this school. Parents should ensure that they provide full supporting information to be considered along with their application.

*\*\* Please note: Very few cases are agreed annually on exceptional medical or social grounds*

- 4 Children who, on 30 November 2024, live in the catchment area of the school as defined by Wales High School and it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2025 (see notes (b), (c) and (d) below)
- 5 Children who, on 30 November 2024, live in the catchment area of this school as defined by Wales High School (see note (b) below)

- 6 Children who, on 30 November 2024, it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2025 (see notes (c) and (d) below)
- 7 a) Children who, on 30 November 2024, are on the roll of one of our associated primary/ junior/junior and infant catchment area schools as identified by Wales High School. (see note (g) below)
- 8 Children who, on 30 November 2024, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”).

## Notes

- a) A ‘relevant looked after child’ is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.  
  
Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.
- b) Places will be allocated based on your residential address on **30 November 2024**. Therefore, you must notify Wales High School in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. Wales High School reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence.
- c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)
  - brother/sister to be permanently resident at the same address.
  - stepbrother/stepsister to be permanently resident at the same address.
  - half-brother/half-sister to be permanently resident at the same address.
  - brother/sister who do not live at the same residence but, who share the same parents.
  - child of the parent/carer’s partner to be permanently resident at the same address.
  - adopted brother/sister permanently resident at the same address
  - foster brother/sister resident at the same address
- d) Children with an older brother or sister on the roll of a school which has a sixth form will be considered as having a sibling at the preferred school if the older child is in Y11 or Y12 on 30 November 2024.
- e) Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on 30 November 2024, live closest to the school measured in a straight line on a horizontal plane (commonly known

as measurement, “as the crow flies”). Distance measurements are calculated using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

- f) Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by an appropriately qualified person independent of Wales High School.
- g) Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.
- h) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, Wales High School must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Wales High School must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- i) Where a place is sought for a child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health, Wales High School will consider the circumstances of each case and take account of the best interests of the child concerned. This will take account of the parent’s views, relevant information about the child’s academic, social and emotional development, medical history and the views of a medical professional, whether the child has been previously educated out of their normal age group and whether they may naturally have fallen into a different age group if it were not for being born belatedly or prematurely. Wales High School will also take into account the views of the Headteacher and when informing a parent of the decision, Wales High School will set out clearly the reasons behind the decision. Where Wales High School agrees to a parental request for their child to be admitted out of their normal age group, the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and determine the application on the basis of the admission arrangements. Where the application is unsuccessful, the statutory right for parents to appeal against the refusal of a place at a school that is not in their preferred age group does not apply.
- j) **Associated Primary Schools for Wales High School**  
Below is a list of our catchment area and associated Primary, Junior and Junior and Infant Schools.

- Anston Hillcrest
- Harthill
- Kiveton Park Meadows
- Thurcroft
- Todwick
- Wales

## Waiting Lists

On the National Offer Day of 1 March 2025, a waiting list is established where the number of applications for Wales High School has exceeded the available places in Year 7.

The Local Authority Admissions Team will administer the waiting list on behalf of Wales High School which will operate until the 31 December 2025 when it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

## In-year Admissions – Transferring School During the School Year

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers with Wales High school who are the admissions authority. Further information and the relevant application form is available on the Authority website:

[Transferring School during the school year – Rotherham Metropolitan Borough Council.](#)

A paper copy of the application form can be requested from the Admissions Team:

Telephone 01709 823777 or E-mail [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

If you are moving homes, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by Wales High School as the admissions authority.

- Applications received will be forwarded to Wales High School on the day of receipt where possible, or the following working (school) day.
- Applications received during a weekend or bank holiday or during school holidays will be forwarded to Wales High School on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as Wales High School re-opens. Schools are required to respond to in-year transfer requests within a **maximum of 15 school days** from receipt of the application therefore, although in-year applications may be forwarded to Wales High School during school holiday periods, it is unlikely that you will be notified of the outcome of your application until the school re-opens and the 15 school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer

arrangements have been approved it is expected that your child will continue to attend their present school.

Parents can make applications up to one term before the date when they would like their child to start at Wales High School. Parents can apply from the 1 May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on 1 May.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Wales High School Trustees (as the Admissions Authority) by the Local Authority Admissions Team.

It should be noted that repeat applications made for entry to the same year group at the same school will not be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission.

### **Information on Appeals**

Wales High School, as the admission authority is responsible for appeals. Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will usually be sent on behalf of the Wales High School Trustees (as the admissions authority) by the Local Authority Admissions Team.

All parents/carers have the right of appeal to an independent appeal panel if you have received written confirmation that it has not been possible to offer your child a place at the schools you have applied for.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process are independent of Wales High School.

Important requirements to note are:

- Appeals must be in writing stating the grounds on which the appeal is made;
- every parent has the right to attend the independent appeal in order to make their case;
- the parent can be accompanied by a friend or be represented by them;
- independent appeals are heard in private;
- the decision of the Appeals Panel is binding on both parents and Wales High School;
- parents will receive written notification of the Appeals Panel decision.
- Dates – (parents will be advised at the earliest opportunity of appeal dates by the Clerk)

### **General Information on Appeals**

A separate document containing details of the appeals procedure is available from the Rotherham Local Authority to parents whose applications could not be satisfied.

Any member of Wales High School may attend, as an observer, any hearing by an Independent Appeal Panel established by the Local Authority.

Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.

In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, Wales High School is not required to reconsider its decision and therefore parents do not have the right of another appeal.

Further information is available at:

<https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals>.

Email [schoolappeals@rotherham.gov.uk](mailto:schoolappeals@rotherham.gov.uk)

## FIND YOUR CATCHMENT AREA SCHOOL

You can use the catchment map to find your catchment area school.

- Visit [RMBC Mapping](#)
- Close the disclaimer
- Type your postcode in the address bar to search
- Select a property from the list (if yours is not shown press MORE)
- Click or tap on the property to select it
- The property will be shown on the map
- Select **What would you like to do?** in the top left corner
- Select **Map features**
- Select **Education**
- Tick the Primary & Secondary catchment boxes as required
- Click or tap the map and catchment area school/s will appear in a pop-up box

## USEFUL CONTACTS

### ADMISSIONS TEAM

Children and Young People's Services

Riverside House

Main Street

Rotherham

S65 1AE

Contact an Admissions Officer on (01709) 823777

or email: [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

### APPEALS CLERK

Legal and Democratic Services,

Town Hall, The Crofts,

Moorgate Street,

Rotherham

S60 2TH

Tel: (01709) 822054

Email: [schoolappeals@rotherham.gov.uk](mailto:schoolappeals@rotherham.gov.uk)

Policy Ratified by Governing Body / Academy Trust: **November 2022**

## Appendix 1 – Street List

Abbey Way	Casson Drive	Fathers Gardens
Abbotsford Drive	Castle Farm	Festival Close
Acer Close	Cedar Nook	Fiddleneck Lane
Acre Close	Cedric Crescent	Finningley Lodge
Aldous Close	Central Drive	First Lane
Aldous Way	Chantry Place	Fir Tree Drive
Almond Tree Road	Chapel Close	Firvale
Anston Avenue	Chapel Walk	Forge Road
Arbour Crescent	Chapel Way	Freesia Close
Arbour Drive	Chapel Yard	Friends Close
Ash Crescent	Charles Street	Furnival Close
Ash Grove	Cherry Tree Road	Furnival Road
Ashby Drive	Chestnut Avenue	Garden House Drive
Aster Close	Chestnut Rise	Glebe Avenue
Athelstane Drive	Church Close	Glebe Farm
Autumn Close	Church Court	Glebe Farm Close
Axle Lane	Church Farm Court	Goose Carr Lane
Aymer Drive	Church Street	Gospel Hill
Azalea Close	Church View	Grange Close
Back Lane	Clarke Avenue	Grange Farm
Barber Close	Colliery Road	Grange Gardens
Beckwith Grove	Common Farm, Aston	Green Arbour Road
Beeches Road	Common Lane	Green Arbour Farm
Begonia Close	Common Road	Green Oak Drive
Berry Drive	Common Road <b>(North West part)</b>	Greenside Avenue
Bishops Walk	Conduit House Farm	Greenway
Blackhill Farm	Copeland Lodge	Grey Stones Court
Blackthorn Boulevard	Coronation Avenue	Guilbert Avenue
Bluebell Close	Cricket Field Lane	Guildway
Bluebell Lane	Cross Street	Gurth Drive
Bookers Lane	Crowgate	Hall Farm <b>(Thorpe Salvin)</b>
Bookers Way	Cypress Grove	Hard Lane
Booth Court	Danby Road	Hardwick Grange
Bottom Farm	Darley Close	Hardwick Hall Farm
Brampton Avenue	Dawson Terrace	Hardwick Lane
Brampton Meadows	De Houton Close	Hardwick Lane Farm
Brampton Road	Delves Lane <b>(eastern part)</b>	Harthill Field Road
Brampton Villa	De Sutton Place	Harthill Road
Broad Close	De Warren Place	Harvest Avenue
Broad Bridge Close	Dinnington Road <b>(Todwick)</b>	Hatfield Farm
Broad Dyke Close	Dishwell Lane	Hathaway Court
Brook Fold	Doctor Lane	Haven Farm Court
Brookfield Mews	Dog Kennels Lane	Hawk Hill Lane
Brookhouse Dell	Dowcar Lane	Hawthorne Avenue
Brooklands Croft	Dumb Hall Lane	Hawthorn Terrace
Brooklands Farm	East Terrace	Hazel Way
Broom Grove	Elgitha Drive	Heartlands Close
Bunkers Hill	Elmore Street	Hewitt Place
Burne Farm	Essex Close	High Ash Drive
Candle Crescent		High House Farm Court
Carlton Gate Drive		Highfield Avenue
Carrington Terrace		Highmoor Avenue

<p>Carver Close Carver Way High Street Hillcrest Drive Hillcrest Rise Hillside Green Hillside Way Holly Lane Holme Farm Holmes Field Close Horbiry End Horseshoe Close Horseshoe Gardens Houghton Road Howards Close Hudson Close Imrie Place Ivanhoe Avenue Ivanhoe Court Ivanhoe Road Jackys Lane John Street Juniper Court Katherine Court Katherine Road Katherine Street Keeton Hall Road Killamarsh Lane Kingdom Close Kingsforth Lane Kirkstall Close Kiveton Gardens Kiveton Hall Farm Kiveton Lane Kye Lane Laburnum Close Ladyfield House Ladyfield Road Lambrell Avenue Lambrell Garden Lambrell Green Latimer Close Laughton Common Farm Laughton Common Road <b>(North West)</b> Laughton Road Laurel Close Ledger Close Leeds Drive Lestermoor Avenue Levett Court Levett Drive Lidsters Lane</p>	<p>Limetree Avenue Lindley's Croft Littlemoor Avenue Littlewood Lane Lobelia Court Locksley Drive Lockwood Avenue Lodge Hill Drive Long Road <b>(North West part)</b> Longlands Avenue Low Laithes Farm Lyle Close Lyle Mews Magnolia Close Malthouse Cottages Manor Close Manor Court Manor Drive Manor Farm Gardens Manor Rise Manor Road Manor Road, Harthill Manor Road, Wales Manor Way Mansfield Road <b>(major part)</b> Maple Road Maple Street Marran Avenue McKenzie Way McKinnon Avenue McLoughlin Way Meadow Close Melrose Close Mill Close Mill Fields Mill Hills Mona Terrace Moor Hill Farm <b>(Thorpe Salvin)</b> Moorhouse Drive Mortains Morthen Road <b>(east of M18 motorway)</b> Myrtle Grove Nemesia Close Netherthorpe Road New Orchard New Orchard Lane New Orchard Road New Road</p>	<p>Highthorn Way North Farm Close Northlands Norwood Crescent Norwood Lock Norwood Lodge Nottingham Close Oak Avenue Oak Grove Oaklands Court Old Coach Road Old Hall Close Old Quarry Avenue Orchard Croft Orchard Gardens Orchard Lane Orchard Lee Orchid Way Osbert Drive Osborne Croft Osborne Drive Osborne Road Packman Lane Paddock View Palmers Way Park Lodge Park Terrace Park View Parklands Parkstone Court Parkstone Place Pasture Croft Peck Mill View Pembroke Rise Penny Hill Lane (Brampton) Pennyholme Close Peregrine Way Peter Street Peveril Close Pine Avenue Pine Cottage Poplar Farm Poplar Nook Primulas Close Priory Court Pryor Mede Pryor Nook Queens Avenue Rayls Rise Rayls Road Recreation Avenue Rectory Gardens</p>
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Lilac Close Limehouse Lane		
Red Hill Red Lion Hotel Redcott Farm Riddings Close Roche End Rochester Road Rookery Close Rothermoor Avenue Rotherwood Crescent Rowena Drive Ryton Road Branccliffe Four Ways Lindrick New Bungalow Rylstone Southware Stone Haven Sutton The Orchard House Sandwith Road Sandy Lane Sawn Moor Avenue Sawn Moor Road Saxon Road School Close School Road Scott Close Second Lane Serlby Drive Serlby Lane Sheffield Road, South Anston <b>(2-68a even, 11-113 odd)</b> Sheffield Road <b>(Todwick)</b> Side Farm Slaypit Lane South Farm Avenue South Street South Terrace South View Southard's Lane + Bottoms St David's Drive St. Edmund's Avenue St. James's Avenue St. Paul Close St. Peter's Road St. Withold Avenue	Staniforth Crescent Station Road Steadfold Gardens Steadfolds Close Steadfolds Lane Steadfolds Rise Stockwell Avenue Stockwell Lane Stone Close Stoney Bank Drive Storth Lane Street Farm Close Sutton Place Sycamore Avenue Sycamore Drive Templar Close Thackery Farm The Crescent <b>(Harthill)</b> The Crescent <b>(Thurcroft)</b> The Crescent End The Croft The Downings The Double H The Haven The Hop Inge The Limes The Meadows The Pastures The Pinfold The Square The Villas Thorpe Locks Thorpe Road Thurbrook Gardens Thurcroft Hall Toad Lane Todwick Common Farm Todwick Grange Todwick House Gardens Todwick Road Todwick Villas Top Hall + Farm <b>(Thorpe Salvin)</b> Tortmayns Trent Villas Trinity Road Ulrica Drive Union Street Upper Common Farm	Victoria Close Victoria Court Viking Way Wales Hall Farm Wales Road Wales Road <b>(eastern end)</b> Walesmoor Avenue Waleswood Road Waleswood Villas Walseker Lane Wallingfield Court Wasteneys Road Waverley Avenue Wesley Place Wesley Road West Bank Drive West Bank Rise West Lane West Street Willow Close Willow Farm Court Windsor Walk Winney Hill Winney Lane Winnowing Barn Court Wood Lane Woodall House Woodall Lane Woodhouse Green Woodside Court Worksop Road <b>(M1 to west of Mill Lane, N. Anston)</b> Worksop Road <b>South side (odd numbers)</b> Worksop Road <b>(Thorpe Salvin)</b> Wyldecrest Lodge Ye Old Parish Oven Yeomans Way Yew Tree Close Zamor Crescent

St. Withold Court

Vessey Close Farm +  
Cottages

DRAFT