Creating Excellence Together,
through a culture of care

ADMISSIONS POLICY

Admission arrangements for 2025 - 2026

Entry into Reception and Year Seven

In Year admissions

BRIGANTIA
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1. Introduction

1.1. This policy details the admission arrangements for applications and preferences for the following academies in Brigantia Learning Trust that are in the Sheffield City region:

- Brigantia Hill Fort Academy
- Hinde House (2-16) Academy
- Yewlands Academy

The admission authority for these academies is the Trust Board of the academy trust. The admission authority is responsible for determining the academy's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. All Admissions Authorities are required to act in accordance with the Department for Education's Academy Admissions Code and the relevant legislation and regulations.

1.2. This policy complies with and operates within relevant the Sheffield City Council Coordinated Admissions Schemes and related protocols, including the Sheffield City Council Fair Access Protocol.

1.3. Each academy maintains a catchment area and parent/carers are advised to consider their 'catchment' academy when making an application. If the place a child is allocated is at an academy which parent/carers are not in the catchment area for, or if they move out of the catchment area they now reside in, then they may have less chance of being successful when applying for any younger siblings. A copy of the maps of the catchment areas for these academies are attached to this policy.

1.4. This policy details the admission arrangements for applications and preferences in the normal primary admissions round; that is when applying for a place in advance for Reception as the year of entry to start primary academy for the first time. Details of the application process for the primary admissions round are available in Section 2 of this policy.

1.5. This policy details the admission arrangements for applications and preferences in the normal secondary admissions round; that is when applying for a place in advance for Year 7 as the year of entry to start secondary academy for the first time. Details of the application process for the secondary admissions round are available in Section 4 of this policy.

1.6. This policy also details the admission arrangements for 'in-year' applications and preferences outside the normal admissions round; that is when applying either during the academy year, outside the period of coordination in the secondary admissions round, or for admission into a year group other than the normal year of entry. Details of the application process for in-year admissions are available in Section 8 of this policy. This policy does not apply for applications for Years 12 and 13 at Longley Park Sixth Form which is part of Brigantia Learning Trust.

1.7. Advice and information for parent/carers on academy admissions, including key information that applies to all applications as well as some frequently asked questions are available in the Sheffield City Council Guide for Parents which is available at A Guide For Parents (sheffield.gov.uk) or upon request from the Sheffield City Council Admissions team. It is recommended that all applicants consider the information in the Guide for Parents before making an application. If Sheffield City Council is not an applicant's home local authority, they should contact their home local authority for details of how to access the correct admission processes.

1.8. The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if an academy covered by this policy has been named, a place will be allocated for these children before considering other applications.

2. Admissions into Reception

2.1. The following academies admit children into the Reception year group as a normal year of entry:

- Brigantia Hill Fort Academy
- Hinde House (2-16) Academy

2.2. The Published Admission Number (PAN) is the number of pupils it is intended to admit into the Reception year group. This number is set for each academy. For Reception entry in the 2025-2026 academy year these numbers are:

- Brigantia Hill Fort Academy 45 Places
- Hinde House (2-16) Academy, 60 places

PANs remain in force until 31st July, at the end of the year of entry.

2.3. Children will normally be admitted into the year group relevant to the child's age and will start fulltime in the academy year they turn five. All children will be offered the opportunity of a full-time place from September in the year of entry.

2.4. The admission of children into the Reception year at a primary academy is a separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admission arrangements for admission to the Reception year at a primary academy, even if the academy and nursery are located on the same premises or run by the academy itself.

2.5. This policy includes an option of 'deferred entry'. This means that parent/carers may secure a place at a academy under the normal admission arrangements but choose to postpone their child's admission to the academy, as long as their admission is not delayed beyond the point at which they reach compulsory academy age. A child normally reaches compulsory academy age at the start of the term following their fifth birthday. The table below sets out the position:

Date of Birth/5th Birthday	**Options**	**Latest date children must start school full time as they have reached statutory school age**
1st September - 31st December	• September – Fulltime/Part-time Reception place • Part-time(15 hours) place at a nursery setting • January – Must attend Reception full-time as they have reached compulsory school age	January
1st January – 31st March	• September – Fulltime/Part-time reception place • January – Fulltime/Part-time Reception Place	April

	• Part-time(15 hours) place at a nursery setting • April – Must attend Reception full-time as they have reached compulsory school age	
1st April – 31st August	• September – Fulltime/Part-time reception place • January – Fulltime/Part-time Reception Place • April – Fulltime/Part-time Reception Place • Part-time(15 hours) place at a nursery setting • Wait until September of the next academic year	September following academic year – Direct entry to Year 1, parents will have to reapply for a place

Where parent/carers would like to defer their child's entry, so they do not start full-time in September , an application must still be made at the normal time. Once allocated an academy place, parent/carers should then advise the academy in writing of their child's intended start date and keep in regular contact with the academy regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the academy.

The academy will hold a place for that child and not offer it to another child during the remainder of the Reception year. Parent/carers should contact the academy to plan for admission of their child by no later than 20 academy days before the intended start date. If parent/carers do not contact the academy in the 20 academy days before an intended and/or previously communicated start date, the academy will make all reasonable efforts to contact them by telephone and in writing at any known physical address or email address. If all attempts to contact parent/carers are unsuccessful, the academy place may be withdrawn.

2.6. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but where parent/carers would like to discuss part-time education for their child so they do not start full-time in September, parent/carers must still apply at the normal time. Once allocated a academy place, parent/carers should then ask the academy in writing what part- time provision may be offered, advising the academy of their child's intended full-time start date and keep in regular contact with the academy regarding any changes to this intended date.

2.7. Some parent/carers of 'summer born' children (those children born between 1 April and 31 August) may wish to investigate the possibility of 'delayed entry' into a lower year group. Where parent/carers are considering this for their child, they may wish to contact the Sheffield City Council Admissions team or the academy in advance for information and advice.

2.8. Where parent/carers of summer born children would like to request to delay their child's entry, so they do not start in Reception in the academic year they turn 5, but instead start Reception in September, the following academic year, parent/carers must still apply at the normal time and parallel to that application, put a formal request in writing to the admission authority to delay their child's admission to a lower year group. This will then be considered by the admission authority, who may seek further information or clarification before deciding. All decisions relate only to academies for whom Brigantia Learning Trust is the admission authority, and parent/carers are advised that the

admission authority's decision may not be honoured by other admission authorities and should not be considered as applying to other academies.

2.9. Where a request to delay entry is approved, parent/carers are advised to note that as places are not held open for children who delay entry, they then must reapply by 15 January the following year for a place in Reception alongside children who are one academy year younger. Parent/carers may make an identical application for the same academies or request different academies from their initial application. As the numbers of applications and preferences, and even the number of available places, may differ from year to year, an approved delay does not mean a place at the same academy can be allocated one year later. It will not be known which academy is allocated for an agreed delay until 16 April in the academy year the child turns 5 and the results of the application one year later may result in a different academy being allocated.

2.10. Where a request to delay entry is rejected, parent/carers should proceed in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

2.11. Where parent/carers would like to investigate accelerating their child's entry, so they do not start in the year group relevant to their child's age (the academy year they turn five), but instead start at an earlier time, parent/carers should contact the academy at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing to the admission authority, together with any supporting information, by no later than 30 November 2024. The admission authority will then consider their request, if necessary, in conjunction with other academies/schools, the local authority, early years providers and other professionals.

2.12. Where a request to accelerate entry is approved, wherever possible parent/carers should apply as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The admission authority will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

2.13. Where a request to accelerate entry is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

2.14. The admission authority will make decisions on requests for admission outside the normal age group based on the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and

- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

2.15. The admission authority will also take account of the views of the Executive Principal in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

2.16. Applications should be made by the closing date for applications which is 15 January 2025. For residents of Sheffield City Council, applications can be made online at https://www.sheffield.gov.uk/schools-childcare/apply-school-place Residents of other local authority areas should instead apply to their 'home' local authority. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the academy, or a paper application form. There is no additional 'Supplementary Information Form' required to apply for an academy place at any academy covered by this policy.

2.17. When making an application, parent/carers are advised to supply any additional information that may be required by the admission authority by providing this information in writing direct to the academy or by emailing ed-admissions@sheffield.gov.uk with the child's details. It is advised that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 5 of this policy.

2.18. Any academy's resources, such as teachers and classrooms, must be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a academy each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2.

3. Admissions into Year 7

3.1. The following academies admit children into Year 7 as a normal year of entry:

- Hinde House 2-16 Academy
- Yewlands Academy

3.2. The Published Admission Number (PAN) is the number of pupils it is intended to admit into Year 7. This number is set for each academy. For Year 7 entry in the 2025-2026 academy year these numbers are:

- Hinde House (2-16) Academy 180
- Yewlands Academy 180

PANs remain in force until 31st July, at the end of the year of entry.

3.3. Children will normally be admitted into the year group relevant to the child's age and will start in the academy year they turn twelve.

3.4. Where parent/carers would like to request admission outside the normal age group for their child, so their child is educated into a year group other than that relevant to their child's age, parent/carers should contact the academy at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing, together with any supporting information by no later than 31 October 2024. The admission authority

will then consider their request, if necessary, in conjunction with other academies, the local authority and other professionals.

3.5. The admission authority will make decisions on requests for admission outside the normal age group based on the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

3.6. The admission authority will also take account of the views of the Principal in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

3.7. The admission authority will also take account of the views of the Principal in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision

3.8. Where a request for admission outside the normal age group is approved, parent/carers should then submit an application for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy.

The admission authority will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

3.9. Where a request for admission outside the normal age group is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

3.10. Applications should be made by the closing date for applications which is 31 October 2024. For residents of Sheffield City Council, applications can be made online at Apply for a school place | Sheffield City Council Residents of other local authority areas should instead apply to their 'home' local authority. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the academy, or a paper application form. There is no additional 'Supplementary Information Form' required to apply for an academy place at any academy covered by this policy.

3.11. When making an application, parent/carers are advised to supply any additional information that may be required by the admission authority by providing this information in writing direct to the academy or by emailing ed-admissions@sheffield.gov.uk with the child's details. It is advised

that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 5 of this policy.

3.12. Any academy's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to an academy each year these standards could not be maintained.

4. Late Applications

4.1. Applications received after the closing date for applications in the primary admissions round of 31 January 2025 and in the secondary admissions round of 31 October 2024 may be treated as 'late' applications – that is processed after all 'on-time' applications.

4.2. Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:

a. this is accompanied by a satisfactory reason provided at the time of application; and
b. it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.

4.3. Late applications received after the offer day will be processed using the same criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants. Late applications may be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section 6 of this policy.

5. Oversubscription Criteria

5.1. Some academies will be oversubscribed – that is where the number of applicants exceeds the relevant admission number. Where this is the case, priority is given to certain categories of children. The oversubscription criteria set out below will be used by the admission authority to prioritise all applicants who have applied for a place at an academy covered by this policy in these circumstances in the following priority order:

Criterion (i) – Places will first be allocated to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted or became subject to child arrangements order or special guardianship order.

A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services Department. An 'adopted child' is a child adopted under the Adoption and Children Act 2002 or Adoption Act 1976. A 'child arrangements order' is an order made under the terms of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Criterion (ii) - Places will next be allocated to children who will have a sibling attending the academy in Reception or in years 1-11 at the time of admission.

Criterion (iii) – Places (Year 7) will next be allocated to children who attend a designated feeder school. The named feeder schools are:

1. Hinde House Secondary – Hinde House(Primary Phase), Brigantia Hill Fort Academy, Limpsfield Junior School, Tinsley Meadows Primary School, Phillimore Community Primary School, Hucklow Primary School
2. Yewlands – Fox Hill Primary School, Mansel Primary School, Grenoside Community Primary School, Monteney Primary School

Criterion (iv) - Places will next be allocated to children who live in the academy's designated catchment area.

Brigantia Learning Trust maintain catchment areas for all academies covered by this policy. Information about catchment areas can be obtained from the Local Authority Admissions Team or from the academy. Map of the catchment areas are attached to this policy.

The child concerned must be resident in the catchment area by 31st January 2025 to qualify under this criterion in the normal primary admissions round.

The child concerned must be resident in the catchment area by 30th November 2024 to qualify under this criterion in the normal secondary admissions round.

Criterion (v) - Places will next be allocated to children of members of staff of the academy.

The member of staff must have been employed by the academy for two years or more at the time the application for admission to the academy is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Criterion (vi) - Places will next be allocated to those children who live closest to the academy. The distance from the child's home to the academy will be measured and priority will be given to those living nearest to the academy.

5.2. It is the responsibility of parent/carers or the relevant social care professional, to include with their application any details or documents that would allow the admission authority to consider the relevance of Criterion (i), for example by providing the name of the relevant care authority and or copies of the relevant orders.

5.3. A child is normally deemed to be resident with their parents/carers. If a child has more than one home address, the applicant must use on the application form the address at which the child lives for the majority of academy nights (Sunday-Thursday). Documentary evidence may be required to show that the child is resident at the address, which may include both 'entry' proofs of the current address and 'exit' proofs of any previous addresses.

5.4. It is the responsibility of parent/carers to include with their application the name of any sibling(s) for consideration under the oversubscription criteria. For the purposes of these academy admission arrangements, the term 'sibling' refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term 'parent/carer' includes any

person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.

5.5. If applications are submitted for siblings in the same year group and a place is available for one or more but not all of the siblings from the same family, the published admission number/number of available places will be exceeded wherever reasonably possible to allow them to be placed at the academy.

5.6. The named feeder academies/schools differ for each of the secondary academies covered by this policy. The Primary academies covered by this policy do not have named feeder academies/schools.

5.7. Where distance from the child's home to academy has to be measured, the admission authority, or another body acting on their behalf, uses a computer GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the academy as recorded on the Local Land & Property Gazetteer, (LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child's home to the LLPG recorded address point for the academy

Tie Break

Once the above rules have been applied, and if there were to be a tie within any of the above rules, then any further places will be offered in distance order Where two or more applicants have a home address at the same distance from the Academy and it is necessary to decide which child will be admitted, random allocation will be used. The random allocation process will be independently supervised.

6. Waiting List

6.1. Where an academy is oversubscribed in the normal admissions round, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025 no waiting list is held for Year 7, parents would have to re-apply at this point to join the waiting list. The waiting list for Reception will be maintained for the full academic year until the end of term July 2026.

6.2. A child's position on the list will be determined by the oversubscription criteria set out in Section 5 of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.

6.3. Applications may only be made once for each academy year unless there has been a significant and material change in the circumstances of the parent/carer, child or academy, which the admission authority agrees requires a new application.

6.4. Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

7. Timetable for Applications

Secondary - July	Opening Date for Application
Primary – October	Opening Date for Application

31st October	Closing date for 'on-time' applications for Year 7
from 1st November	Applications received for Year 7 may be treated as 'late'
15th January	Closing date for 'on-time' applications for Reception
from 1st February	Applications received for Reception may be treated as 'late'
1st March	National Offer Day for Year 7
16th April	National Offer Day for Reception

8. In-Year Admissions

8.1. In-year admissions are those that are made either during the academy year, outside the period of coordination in the normal admissions round(s), or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section 6 of this policy will be applied to ascertain which child is most entitled to a place.

8.2. Each academy will maintain a current admission number for each year group. When a cohort of pupils progresses to a higher year group, the admission number previously determined for that year group remains in force and applicants can only normally be refused a place if the number on roll is equal to or greater than the admission number.

8.3. Each academy may seek to vary the current admission number from the Published Admission Number (PAN) that was set for the corresponding normal year of entry, and in doing so will take into account the number of pupils currently on roll, their needs and the current organisation of classes in the academy.

8.4. Each academy may review the current admission number for each year group every year in the summer term before the start of the new academy year, and where a change is proposed, communicate the new number and the reasons for this change (including details of any accommodation changes, class organisation and relevant financial information) to Sheffield City Council Admissions team for the purposes of coordination and to ensure the local authority's sufficiency requirements.

8.5. The operation of this policy is subject to the Sheffield City Council Fair Access Protocol. This Protocol is agreed with schools/academies within Sheffield to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable academy as quickly as possible. It also requires local authorities to ensure that no academy is required to take a disproportionate number of children with challenging behaviour. The Fair Access Protocol will take priority over this policy.

8.6. Where parent/carers would like to request admission outside the normal age group for their child, so their child is educated into a year group other than that relevant to their child's age, parent/carers should contact the academy at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing,

together with any supporting information. The admission authority will then consider their request, if necessary, in conjunction with the local authority, and other professionals.

8.7. The admission authority will make decisions on requests for admission outside the normal age group based on the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

8.8. The admission authority will also take account of the views of the Executive Principal/Principal in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

8.9. Where a request for admission outside the normal age group is approved, parent/carers should then apply for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The admission authority will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

8.10. Where a request for admission outside the normal age group is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

Applications can be made at any time in the current academy year, by application form available from the academy or from Sheffield City Council Admissions team. Residents of other local authority areas should instead apply to their 'home' local authority. Applicants may request support from the academy in making an application. The admission authority will make decisions on requests for admission on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place and the oversubscribed criteria contained in Section 5 of this policy.

This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and

- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

There is no additional 'Supplementary Information Form' required to apply for a academy place at any academy covered by this policy.

8.11. When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the academy or by emailing academyadmissions@brigantiatrust.net with the child's details. It is advised that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 6 of this policy

8.12. Applications will be considered in order of the date on which the application is received. If more than one in-year application for the same year group at the same academy are received at the same time, the oversubscription criteria will be used to prioritise the children if places cannot be offered to all applicants.

8.13. Any academy's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a academy each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2.

9. Appeals

9.1. Applicants refused a place at the academy have a statutory right of appeal. If a preference for a place at an academy is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place, but it is not in their preferred year group.

9.2. The admission authority subscribes to the Sheffield City Council's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the Academy Admission Appeals Code. Applicants who wish to appeal should contact the Sheffield City Council Admissions team to request the correct appeal form.

9.3. Applicants will only be able to appeal once in any one academy year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or academy.

10. Withdrawing a Place

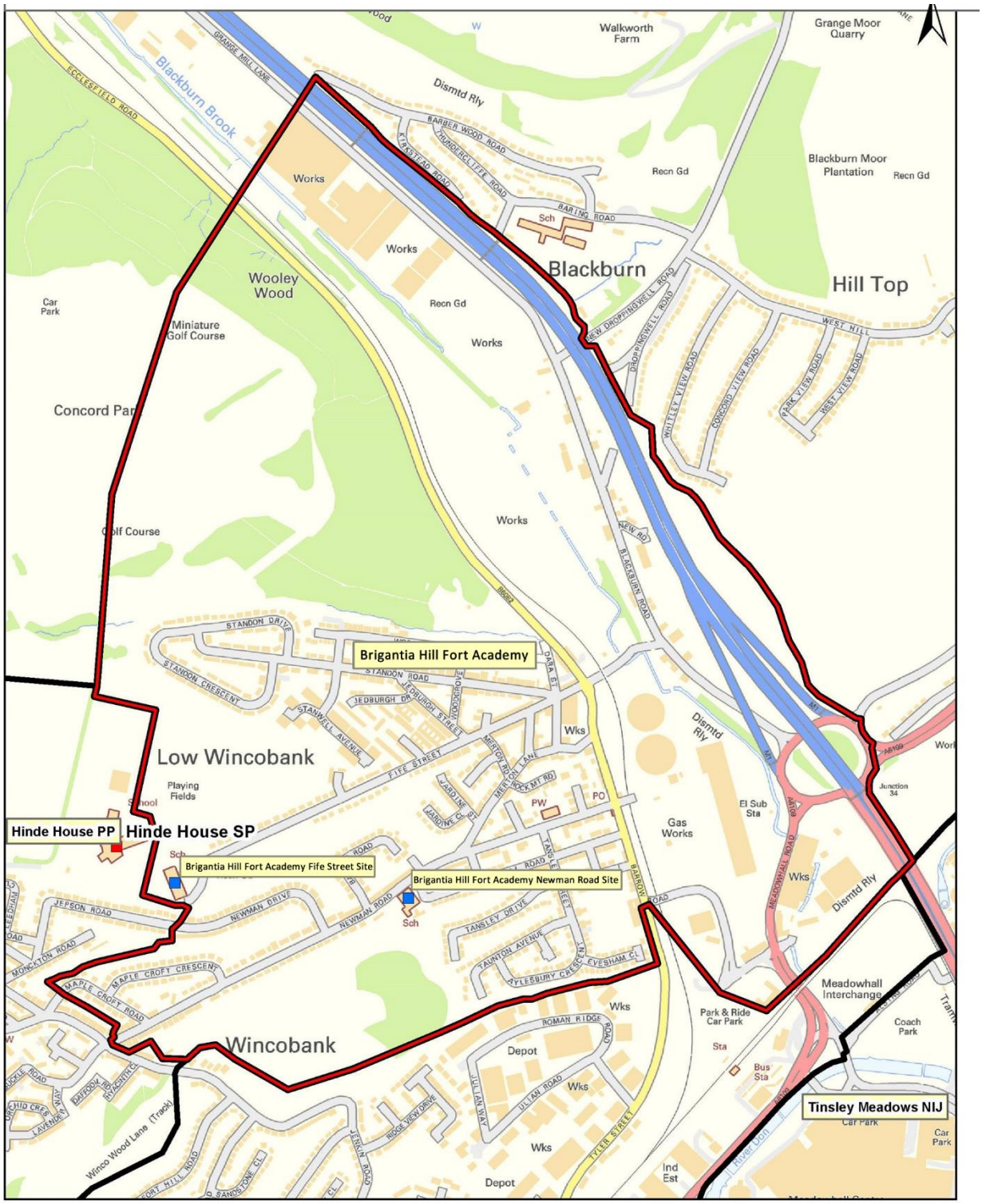
10.1. Applicants are strongly urged to complete the application as accurately and fully as possible. Where an offer of a place at a academy has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the Academy Admissions Code the admission authority is able to withdraw the place.

10.2. In the event that a place is withdrawn, the application will be considered afresh by the admission authority

10.3 Contact Details for Correspondence

The Chief Executive Officer
Brigantia Learning Trust
Shiregreen Lane
Sheffield,
S5 6AG
0114 2329010 Ext 1027
www.brigantiatrust.net

Appendix 1 – Catchment Area Brigantia Hill Fort Academy



Please note that school catchment areas in Sheffield are legally defined in terms of postcodes and street numbers, not by landmarks; as such, the boundary indicated on this map is merely an illustration of the area in question. If you are in any doubt over the catchment area in which you live you should contact the Sheffield City Council Admissions Team on 273 5766 or 273 5790 for Secondary Schools.

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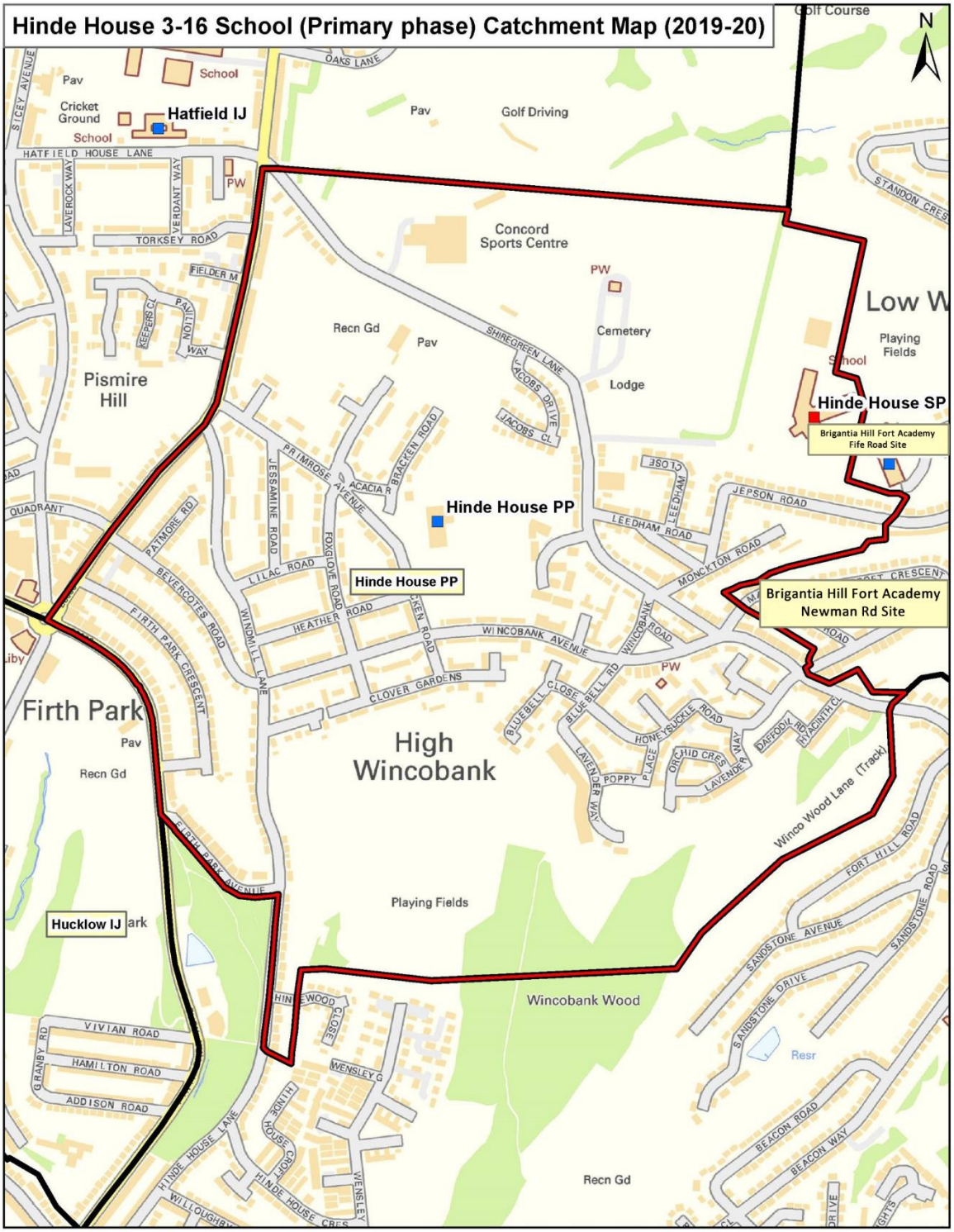
Appendix 2 – Catchment Area Hinde House 2-16 Academy – Primary Phase



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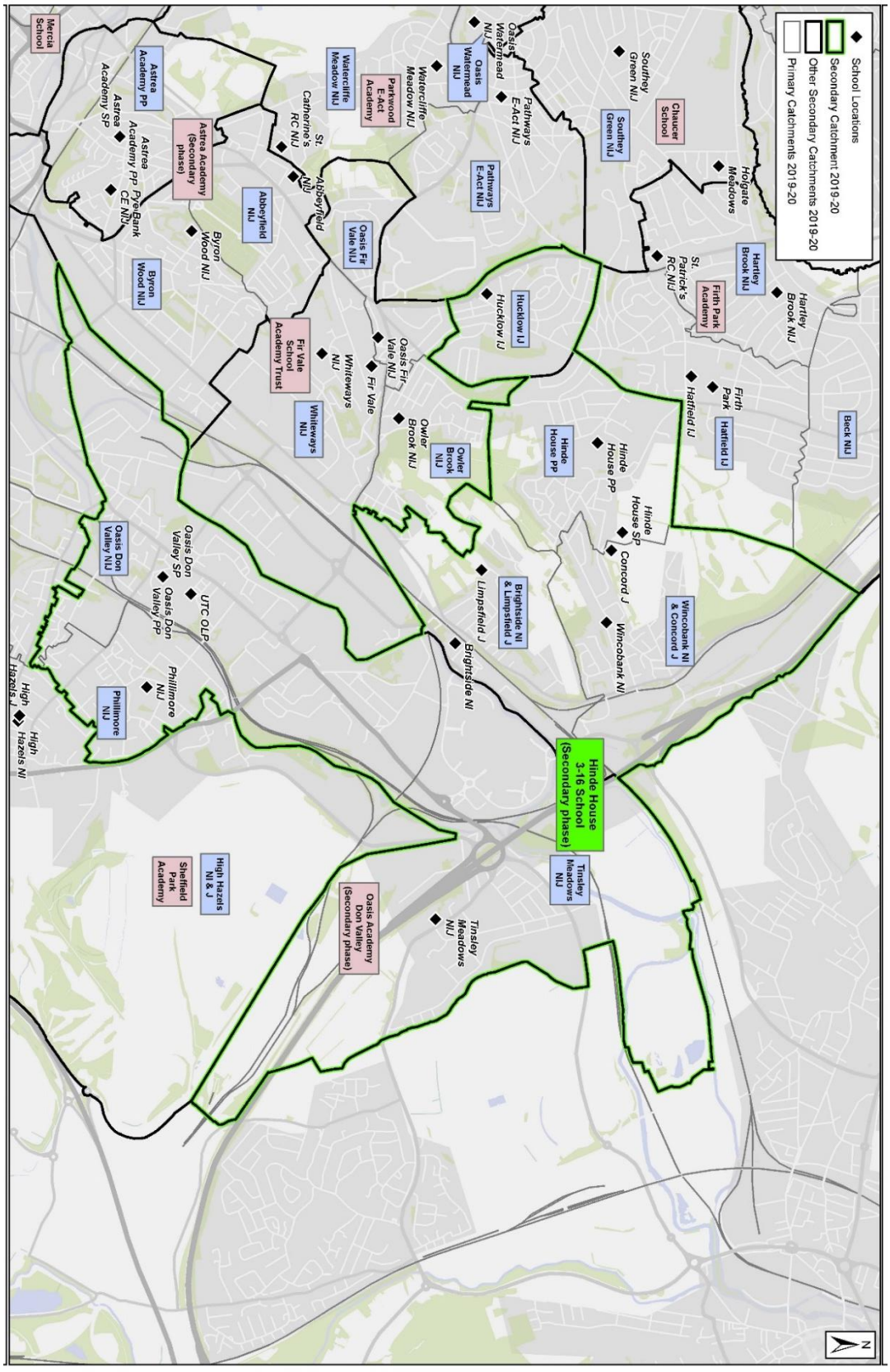
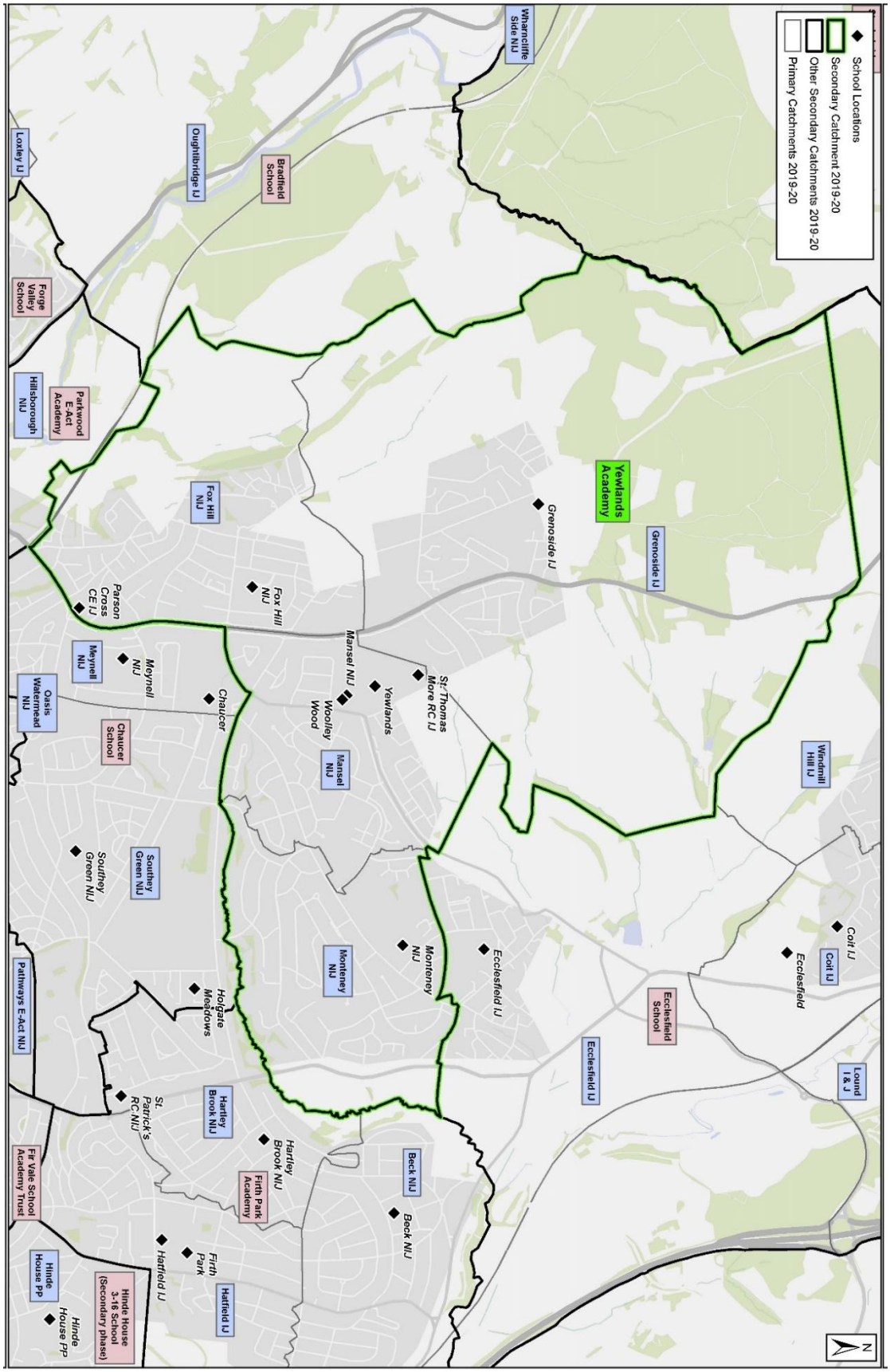
Appendix 3 – Catchment Area Hinde House 2-16 Academy – Secondary Phase



Appendix 4 – Catchment Area Yewlands Academy