

The Ellis Church of England (VA) Primary School

ADMISSION ARRANGEMENTS

2026-2027

Introduction

The Ellis Church of England (VA) Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Barnsley Local Authority.

The school provides a distinctively Christian education for children from 3 years to 11 years of age.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus, the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

The Governing body of The Ellis Church of England (VA) Primary School is the admissions authority for the school. It is guided in that responsibility by the requirements of law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

The school works in conjunction with Barnsley Local Authority who have adopted the Co-ordinated Scheme for the Admissions Arrangements for pupils to Primary and Secondary Schools.

Attendance at a nursery attached to a primary school does not guarantee a place at that school.

The admission number for 2026/27 is 30. Children will be admitted during the Autumn term following their 4th birthday.

Deferred Entry to Primary Schools

Where a place is offered at a primary school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday.

There may be Spring and Summer Term admissions as a result of parents who have deferred their child's entry.

The deferred place at that school will be held for that child and will not be available to be offered to another child.

The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.

Entry to a school cannot be deferred to the next academic year or beyond the beginning of the term following the child's fifth birthday.

Summer Born Children or Part-Time Requests

A decision is taken by the Admission Authority based on the circumstances of the case and in the best interests of the child.

Children of UK Service Personnel

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas, the admission authority must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter declaring a relocation date, and a Unit postal address or quartering area address when considering the application against oversubscription criteria.

Making an application

1. Applications are made online via the BMBC website.

2. To support your application to The Ellis Church of England (VA) Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The online Common Application Form should be submitted by 15 January 2026 along with the Supplementary Information Form (if applicable).

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form.

Criteria for admission

Children who have an Education, Health and Care Plan (EHCP) and the school is named on the plan as the most appropriate education setting for the child are required to be admitted.

Over-subscription criteria

Where the number of applications for The Ellis Church of England (VA) Primary School received during the normal admissions round exceeds the admission number of the school, then admission will be determined in accordance with the following priority of admission criteria:

- a) Where the child is a Looked After Child (LAC), a previously Looked After Child (PLAC) and children who have been in state care outside of England (IPLAC) (see definition 5 – Looked after Children).
- b) Children who, or whose parents/carers (see definition 1) regularly (see definition 3) attend the parish church of St Mary's, Wombwell or St George's, Jump.
- c) Whether the child is resident in the village of Hemingfield and has any brothers or sisters (see definition 2) in the school at the time of admission.
- d) Whether the child is resident in the village of Hemingfield.
- e) Whether the child is resident outside of the village of Hemingfield and has any brothers or sisters (see definition 2) in the school at the time of admission.
- f) Children who, or whose parents/carers reside in the parish of Wombwell and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
- g) Children who, or whose parents/carers reside outside the parish of Wombwell and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England'.
- h) All other applicants.

NB: Regular attendance at church must be confirmed on the Supplementary Information Form by the parish priest / minister / leader of the place of worship. If this is not provided the application will not be considered under church attendance criteria.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

In the event of over-subscription, when applicants have otherwise equal entitlement, the governors will give priority to those who live the shortest distance, as measured in a straight line, by the LA, from the centre point of the applicant's home address to the main entrance of the school.

The criteria will be applied fairly and if admission has to be refused, an appeal may be made. (See page 4 'Appeals Against the Governing Body's Decision to Refuse Admission').

Tie Break

In the event of two or more children living equidistant from the school, the place will be decided by Random Allocation.

Definitions

Definition 1: Parent/Carer

A parent/carers is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

Definition 2: Brother/Sister/Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers's partner, and in every case, the child should be living in the same family unit at the same address.

Definition 3: Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Supplementary Information Form including the Minister of Religion Referral Form on page 2.

Definition 4: Churches Together in England

Ref: <https://cte.org.uk/>

Please refer to the website for an up to-date list.

Definition 5: Looked after children

A looked after child is a child that is in the care of a local authority, or 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 an application for admission to the 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 arrangement order or special guardianship order).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Place of residence

The child's ordinary place of residence will be the residential property at which the child resides with the parent or person or persons with parental responsibility for the child, at the closing date for receiving applications for admission to the school.

In cases where there is doubt of the home address, proof of the home address (Doctor's letter) must be provided to the 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.

Where responsibility for a child is shared evenly, the child's place of residence will be the address where the child is registered at the Doctor.

Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.

Late Applications

Late applications will be dealt with in accordance with the Local Authority scheme.

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

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 /carer 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 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 and a right of independent appeal offered if the place is refused.

Parental Responsibility & Disputes

Parents/carers who hold parental responsibility have the right to make the application for school. However, only one application can be made so a decision must be taken as to which parent/carer will complete the application.

The school preferences must be agreed by all parties, if they do not agree all application(s) will be withdrawn and may cause the application to be late which may disadvantage the child if the school(s) applied for are oversubscribed.

If parents/carers are not in agreement of the application to school, the application will not be processed until written consent is given by both parties or a court order has determined the school preferences.

In year transfers

The Local Authority, BMBC, will co-ordinate in year transfers for our school in 2026-2027.

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

Appeals against the governing body's decision to refuse admission

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

Appeals should be sent to: -
Admissions Officer
People Directorate
BMBC
PO Box 634
Barnsley
S70 9GG

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

Timetable

Closing date for receiving applications	15 th January 2026
Offer day	16 th April 2026
Appeals completed	End of Summer Term 2026