



RIDGEWOOD  
SCHOOL

# Ridgewood School Admissions Policy 2027/28

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## **1. Context**

**1.1** Ridgewood School is part of Leger Education Trust (the Trust). The Trust administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places as part of the Doncaster Local Authority process. We will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

**1.2** This policy should be read in conjunction with the Admission Arrangements at DMBC, and the LET Admissions Appeals Policy: <https://www.doncaster.gov.uk/services/schools/admission-arrangements>

**1.3** Parents will apply for places to Ridgewood School as part of the Doncaster Local Authority process. Ridgewood School will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

**1.4** Ridgewood School serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

**1.5** Sixth Form student places will be available through application to Ridgewood School as part of Leger Trust's Post 16 provision. This can be accessed through the Ridgewood School Sixth Form applications page; [Ridgewood School - Applications](#)

**1.6** See Sixth Form for more details on applying for a Sixth Form place.

## **2. Making an Application**

**2.1** Applications to the school are made online by following the link below to the Doncaster secondary admissions webpage; [Secondary admissions - Doncaster Council](#)

**2.2** The national closing date for secondary school applications for the offer year 2027/28 is 31 October 2026, with 1 March 2027 being the national offer day for secondary school places.

**2.3** Please contact the school directly if further guidance or support is needed.

## **3. Admission Number**

**3.1** The school must have an admission number for each 'relevant age group', defined in law as 'an age group in which students are or will normally be admitted to the school in question'. This number is derived from a capacity assessment of the school, taking into account factors such as the school site and buildings and ensuring an acceptable amount of space for each student.

**3.2** Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the Local Authority and has set an admission number of 240.

#### **4. Parental Preference**

**4.1** The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's CAS. Late applications are processed in accordance with the relevant CAS.

#### **5. Eligibility for Admission – Oversubscription Criteria**

**5.1** Where the number of applications exceeds the number of available places the following criteria will be applied (in order of priority). Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion e being the final breaker.:

- Looked After Children or Previously Looked-After Children
- The children of parents who are ordinarily resident in the catchment area of Ridgewood School
- Siblings
- Children not resident in the formal catchment area but have attended a current Pyramid School for the full academic year prior to admission
- Other children whose nearest school is Ridgewood School.

**5.2** Please note, where a child with a statement of special educational needs (SEN) or Education, Health and Care plan (EHC) names the school, a place will be offered.

#### **6. Independent Appeals**

**6.1** If a place is not offered at Ridgewood School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Appeal forms should be requested as per the instructions on your decision letter i.e., all appeals should be made in writing by completing the appropriate online form provided by the Admissions Team at DMBC.

To request an appeal form for a Doncaster school email [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk) with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

Alternatively, please leave the above details along with your home address on the DMBC Admissions voicemail service – 01302 737274.

**6.2** A guidance document and a link to an online appeal form will be emailed to you with a form for you to complete and submit.

**6.3** Please see DMBC Appeals Guidance for further information: [Admission appeals - City of Doncaster Council](#)

#### **7. Waiting list**

**7.1** Students will be added to the waiting list of Ridgewood School if they were refused admission. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the academic year.

**7.2** Places will only be allocated from the waiting list when the number of students falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

## **8. In Year Transfers**

**8.1** Applications for in year transfers are considered in accordance with the LA's school admissions arrangements.

**8.2** Applications should be made on the LA's school transfer form and submitted to the LA for consideration.

**8.3** A student will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

**8.4** Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 5.

**8.5** Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

**8.6** If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date, however usually start dates will be at the beginning of a term.

**8.7** Students are normally admitted to the school at the start of the next new term other than with the prior approval of the Headteacher or in circumstances beyond the parent's control, e.g., movement into the borough.

**8.8** Students are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

**8.9** Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

**8.10** In accordance with DfE requirements students may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **9. False Information**

**9.1** Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, for example giving a false address. 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.

## **10. Multiple Addresses**

**10.1** Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## **11. Admission Outside Normal Age Group**

- 11.1 Parents may request that their child be admitted outside their normal age group. Parents who wish to do so should contact the school directly to make their request. This should be done at the same time as their application.
- 11.2 Parents will need to specify the year group they would like their child to join and explain why they believe it would be in the child's best interests.
- 11.3 The admission authority will make its decision based on the circumstances of the case and the child's best interests, taking into account the views of the headteacher and any information provided by the parents.

## **Appendix A – Explanation of Terms**

### **Catchment Area**

The associated catchment area is defined by the Ridgewood Pyramid of schools (Barnburgh Primary, Copley Junior, Richmond Hill Academy, Rosedale Primary, Scawsby Saltersgate Junior)

### **Common Application Form (CAF)**

The Common Application Form is the form parents fill in to apply for a place at Secondary School which is submitted to the Local Authority.

### **Co-ordination/Co-ordinated Schemes (CAS)**

The Local Authority will co-ordinate the admission arrangements for residents within their area whereby parents will submit a CAF or TF (Common Transfer Form) to their home Local Authority who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **Looked After Children or Previously Looked After Children**

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, or ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

### **Offer Year**

The school year immediately preceding the school year in which students are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

### **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

## **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who are attending the requested school, (excluding sixth form), at the point of admission. Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school.

## **Tie Breaker**

Distance from Ridgewood School will operate as the final tie break should Ridgewood School be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Ridgewood School measured in a straight line from the point of the front entrance of the student's place of ordinary residence, to the entrance nearest to the main entrance of Ridgewood School.

If two or more students live equidistant from the school, the distance each student lives by road will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.