

# KING EDWARD VII SCHOOL POLICY



## Admissions

Date: September 2026

Approved: GB

Leadership Team Responsibility: LAW

# **King Edward VII School Admissions Policy**

## **Introduction**

King Edward VII School has a Pupil Admission Number (PAN) of 230 students for each year group in Key Stages 3 and 4. There are seven feeder primary schools:

- Hallam Primary School
- Lydgate Junior School (shared with Tapton School)
- Nether Green Junior School
- Sharrow Primary School (shared with other secondary schools)
- St Mary's CE Primary School
- Walkley Primary School
- Westways Primary School

Students attending other primary schools are allocated places at King Edward VII School too if there are places available.

There still remains a high demand for school places in the south west of the City.

## **Admissions to the School**

King Edward VII School is a Local Authority School. This means all admissions are managed by the central admissions team. All requests for a place in the School must be directed to the Local Authority at the following:

Pupil Admissions Team  
Floor 5  
West Wing  
Moorfoot  
Sheffield  
S1 4PE

King Edward VII School is regularly over-subscribed in every year group. Although relatively few students leave the School during the course of a year in any year group, the School is sometimes approached to take additional students in-year, into every year group, either as a normal in-year transfer request, or through various Local Authority placement protocols.

## **In-year transfer applications**

Transfer forms are held centrally by the Local Authority (LA). Any family wishing to transfer their child must obtain a form from the LA. All schools will have copies of the information booklet advising how to go about this process. Families must complete their section of the form and ask the existing school to complete Section 2. Completed forms are then sent to the Local Authority, who will have the responsibility for dealing with requests. Families can choose up to three preferences.

The following actions then take place:

- The LA officer responsible for transfers will check the database for availability of places in the relevant year group of the school applied for.
- If a place appears to exist, the School should receive a telephone contact to discuss any issues there might be. King Edward VII School has an identified person on each site to deal with this.
- The LA informs the family of a place allocation and forwards details to the receiving school using the transfer form.
- The relevant pastoral team contacts the family to arrange an admission meeting, the completion of admission paperwork and induction. The transfer form should contain sufficient information to allow placement in a form group and in core subject ability groups.
- A start date is agreed and in the case of a student with particular support needs (whether learning, behavioural or emotional) a phased introduction may be agreed with the student's family. It is the policy of the School that all children join as full-time students, even if the move to full-time attendance is phased.

The School may sometimes agree that a student be admitted into a year group other than that which his/her age dictates, at the discretion of the Headteacher.

### **The School's response to requests for places**

The School is routinely oversubscribed for places in the incoming Year 7, with many Year 6 students being placed on a waiting list and many of those families going to appeal for a place at the School. King Edward VII School is therefore the subject of a group appeal hearing prior to the individual appeal hearings during the spring of each year.

The School produces an annual statement outlining its reasons why the established Pupil Admission Number (PAN) should not be breached, so that the quality of provision and experience for existing students is not prejudiced. The School is represented by a member of the Leadership Team at such group appeals and at some individual appeals throughout the year where this is possible.

The School is fully supportive of the Government's and the Local Authority's strategies to support vulnerable children and regularly admits children over the Pupil Admission Number (PAN) through the Reintegration and Placement Panel, Hard to Place Protocol and Managed Move process.

### **Admission documentation**

For Year 7 – 11 admissions, a standard admission form and other associated documentation must be completed by a parent/carer before the student starts. These are given to parent/carer by a member of the relevant year team at the pre-admission meeting, prior to the new student starting. Some documents are for completion and return when the student starts, others are for information.

### **Post 16 admissions**

Please refer to the separate Post 16 Admissions Policy.