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Regulations to modernise admissions and attendance registers. Changes to Admissions Processes within the 'Working Together to Improve Attendance Guidance'

Bullet Point 208

The Local Authority will 'offer' a place to the parent/pupil. An offer of a place is not an agreement. Before being registered the parent must have accepted the offer by either agreeing the start date or attending on the first day offered as the start date.

Bullet Point 206

The pupils name must be added to the admission register on the 1st day the school and parent have agreed that the pupil will attend. If no date has been agreed the pupil will be added on the 1st day they attend.

FS2 / Y7 Normal Year of Entry Places

Children allocated school places should be held in the pre-admissions category of the school management system until the school is confident the parent has accepted the place, or until the 1st day the child attends. Purchasing school uniform, setting up dinner money accounts, and attending induction evenings/days usually give a good indication of whether the place is being accepted.

FS2 Pupils and the X code

Pupils starting in FS2 at normal year of entry should only be added to the register on the day agreed for the child to start. This could be January, Easter or later depending on their dob. FS2 pupils should not be added on 1st September and blanket X coded. The X code represents a reduced timetable for an FS2 pupil.

Notification of 'Not Accepting the Place'

Where a parent notifies the school that they will not be accepting the school place, the school must notify Sheffield Schools Admissions (ed-admissions@sheffield.gov.uk) as soon as possible. Admissions and CME teams will work together with the parent to explore how the parent will ensure the child is provided with an education. The pupil must remain on the school pre-admissions list until the first day they would be expected to attend, in case the parent changes their mind, and their place will only be filled if the parent provides evidence of how the child will be educated i.e. another school place offer or an EHE letter.