



Park Hall Academy

Admissions Policy for Admissions from September 2011



Admissions Process

Applications for all school places must be made on the Common Application Form provided by the parent[s]/carer[s] home Local Authority, with the opportunity to nominate schools, ranked in order of preference. Alternatively, if you are a Solihull resident, you can apply online at <https://www.Solihull.gov.uk/enrol> (Different links can be used if you are resident in another Local Authority). Once completed the application form (including if you apply online) must be received by your home local authority (Solihull if you live in Solihull, Warwickshire if you live in Warwickshire, Birmingham if you live in Birmingham etc) by their closing date. The home Local Authority will notify parents of the outcome of their application for a place. Letters offering places will be posted on 1 March.

Applying for Places

Applications are welcomed from all who wish their children to attend Park Hall regardless of their home Local Authority. Students and their parent[s]/carer[s] who are considering applying are warmly invited to visit the School. The school holds an Open Evening and Open Mornings for Year 6 students and their parent[s]/carer[s] in the September of the year prior to intended admission. The School Leadership Team will also be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications.

Experience suggests that there will often be more applications than places. The Governors have a Published Admission Limit of 240 places for Year 7 and for 10 external students in Year 12 and Year 13. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

Age of Pupils

Students normally enter the School in Year 7 in the September after they reach the age of 11 and leave at the end of Year 11 (unless they stay on into the sixth form). Students also enter the school in Year 12 in the September after they reach the age of 16 and leave at the end of Year 12 or Year 13 (depending on their course of study)

Procedure

Your home Local Authority will send a list of those nominating Park Hall to the Governing Body for assessment. The data will then be used to place applications in order of priority according to the oversubscription criteria below.

With only 240 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

Completing the Application Form

Before completing the Application Form please read the Solihull Secondary Education booklet and the Park Hall Admissions Policy contained within it.

Parent[s]/Carer[s] who have any doubt about how to complete the form, or what information to include, should contact the School Admissions team who or Park Hall and we will be pleased to help.

Applications with exceptional circumstances should be returned to the Local Authority with independent supporting evidence by the closing date.

Students with a Statement of Special Educational Needs

Students with a statement of Special Educational Needs are automatically admitted to the Academy. Where places required by statemented pupils are known before the Admissions Committee meets, the number of pupils with statements naming this School will be deducted from the 240 places available to be offered.



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Looked After Children

Students who are in the care of a Local Authority or provided with accommodation by an Authority in accordance with Section 22 of the Children Act 1989 will be given top priority in accordance with the Admissions Code of Practice.

Other Definitions

Brother or sister – Lives at the same address and could be a brother or sister sharing the same parents; a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples); the separate children of couples who live together; or an adopted or fostered brother or sister.

- **Home** – must be the address where the student usually lives. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the student's usual home will be taken as their home address for the measurement of distance. For students who have parent[s]/carer[s] with shared responsibility; the address used for offering school places will be the one the child normally lives at for most of the school week. (For example, if a child lives with Mum from Monday to Thursday and Dad from Friday to Sunday, Mum's address will be used.) If care is split equally parents can choose which address will be used.

If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School:

- a letter from a solicitor stating that contracts have been exchanged and specifying a completion date
- a signed and dated tenancy agreement confirming that you will be renting a specific property covering the period from the time of the application to the start date at the school
- a letter from a housing association confirming that you will be living at a specific address

The Governors will also need proof of you selling or renting out your previous property.

- **Catchment Area School** - is the school allocated by the LA to serve children for the geographical area within which your address falls. Residency in a school's catchment area gives applicants a higher priority in the oversubscription criteria but does not guarantee a place will be allocated.

Oversubscription Criteria

Park Hall is a popular school. When more people apply for places than the number of places available as described by the published Admission Limit (240 places in Y7 and 10 places for external students in Year 12), the Governors will use the criteria below to decide in what order the places will be offered. The purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the school. When fewer people apply for places than the published Admission Limit, all those applying will be offered places.

The Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

At Age 11:

When there are more applications than places available students will be admitted in the following order of priority:

Priority 1a: Looked after children

Priority 1b: Children whose exceptional circumstances can only be met by Park Hall Academy.

(Applications on such exceptional social or medical grounds must be supported by independent professional evidence. The Solihull Cabinet Member Advisory Group for Admissions will consider applications, and determine whether the grounds outlined in the supporting evidence are to be accepted.)



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Priority 2 : Children who normally live in the catchment area of the school. (If there are more children wanting places from this priority than there are places available, places will be offered to children living in the catchment area in the following order:

1. Children who have an older brother or sister at the school at the same time i.e. on September 1st.
2. Children attending one of the linked primary schools at the time of the application. These are Castle Bromwich Junior School, St Mary & St Margaret's CE Primary School and Smith's Wood Community Primary School
3. Children living nearest the school, measured in a straight line from home to school.)

Priority 3: Children who have an older brother or sister at the school at the same time

Priority 4 : Children closest to the school, measured in a straight line from the child's home

For priority group 3, when there are more applications than places available, those living nearest the school (measured in a straight line from home to school) will be offered places first. Distances are measured by Solihull LA admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building.

In the event of equi-distance any place will be allocated by random selection (lottery). Someone totally independent of the Academy will supervise this process.

N.B. Parents are advised that they must return the application form to their home Local Authority by the published closing date. This closing date will be adhered to strictly and applications received after this date will be at a disadvantage in the event of oversubscription. We remind you that you will only receive a single offer of a school place under the Co-ordinated Admissions process. This offer will be of your highest ranked school, where a place is available.

At Age 16:

The following admission arrangements in the form of entry requirements to courses in Y12 and Y13 will apply to all internal and external students.

1. All students starting courses at AS Level must have 5 A*-C grades at GCSE. There may be additional minimum grade requirements relating to individual subjects which are published in the Post 16 Prospectus.

All students starting other courses must meet the minimum requirements published in the Prospectus (including BTEC and A2 Courses)

All prospective post 16 students will be expected to participate in a meeting with a senior member of the school staff to determine the appropriateness of their course choice prior to an offer of a place being made. All offers of a place are conditional upon students meeting the minimum course requirements before they take up their place. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

In addition to Park Hall students continuing from Year 11, where external applications for admission exceed the number of places available, the criteria for entry to Year 7 set out above will apply. When the sixth form is under-subscribed, all external applicants will be offered places subject to them fulfilling the minimum course requirements described above.

N.B. The definitions outlined above relating to siblings, exceptional grounds and the allocation of places on the basis of the shortest distance also apply at age 16.

Offers of Places

The Governors' Admissions Committee will put the applications received in order of priority as described above. This list will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you, of your highest ranked school, where a place is available. Those for whom no place can be offered are advised that they will need to lodge an



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appeal within fourteen days of the date of posting of the letter. Firm offers will be made by the home Local Authority on the published date. They will not be made by Park Hall.

Applications or changes to your application received after the closing date and before the Governors' Admissions Committee Meeting are "late" but will be considered if possible.

Applications received after the Governors' meeting will also be late and will be considered after "on-time" applications with the same priority (unless there are particular circumstances which prevented you from applying earlier).

If possible, places will be offered to all children from multiple births when one of them becomes eligible for a place. If only one place can be offered the parent/carer will choose which child should have the place.

The Governors reserve their right to withdraw an offer of a place where it is found that the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim or where a parent/carer has not responded to the offer within 14 days of the offer being made. (If this is the case, the parent/carer will be sent a reminder in writing and given a further seven days to respond. If no response is received, the Governors will withdraw the offer of a place).

The parent[s]/carer[s] of students who are unsuccessful in gaining a place will have the student's name placed on a waiting list for a place at Park Hall irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available due to families moving home etc., any such places will be allocated to students on the waiting list. The waiting list is made in strict priority order against the published Oversubscription Criteria.

Appeals

The parent[s]/carer[s] of children/ young people who are unsuccessful in gaining a place at Park Hall will be able to appeal to an Independent Appeals Panel. Parent[s]/carer[s] wishing to exercise this right should contact in writing the Clerk to the Governing Body of Park Hall Academy within fourteen days.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parent[s]/carer[s] may attend the hearing of their appeal and make their case to the panel.

In Year Applications for Admission

The parent[s]/carer[s] of children seeking admission to the school should apply for a place by obtaining an application form from their home Local Authority, filling it in and returning it to their home Local Authority. Applicants living in Solihull can get a Change of School Application Form, available from School Admissions at Solihull Council on 0121 704 6693 or the website at www.Solihull.gov.uk. If a place in the relevant year group is available upon receipt of the application, it will be offered subject to the conditions below.

If a place is not available in the relevant year group, the application will be placed on the Academy's waiting list for admission into the relevant year group. This is organised according to the criteria for over-subscription above. When a place becomes available, it will be offered to the student at the top of the waiting list subject to the conditions below. If no place is immediately available, parent[s]/carer[s] are entitled to appeal following the procedure outlined above.

The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for students who need a school place because they have missed, or are at risk of missing, education.

Conditions for In-Year Admission

Normal in-year admissions will be managed by the Local Authority as part of their coordinated scheme. When an application for a place at Park Hall does not involve a significant change of address for the student concerned, or where there is no need for an immediate move, we reserve the right to defer admission for a period of up to six school weeks/ the beginning of the next term to encourage parent[s]/carer[s] to work with their existing school. Additionally, we also reserve the right to defer



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admission for a period of up to 12 school weeks/ the beginning of the next term in order to collect information from the student's previous school/s to facilitate our planning and provision mapping to meet the student's individual needs with a personalised learning programme. In such circumstances, parent[s]/carer[s] are responsible for ensuring their child continues to receive appropriate education in the interim.

The Park Hall Academy opened on 1 September 2009 with a Published Admission Number relating solely to pupils in Year 7 and Year 12. In September 2010 this extended to Year 8. Pupils in other Years (i.e. Years 9, 10 and 11) were transferred automatically from the predecessor school, Park Hall School, which closed on 31 August 2009. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Park Hall Academy and the efficient use of resources.

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