



# Park Hall Academy

## Policy for Admissions from September 2018



- 1.1 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 Academy. The Academy holds an Open Evening for Year 6 students and their parent[s]/carer[s] in the September of the year prior to intended admission. The Academy Leadership Team will also be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications. Before applying please read the Park Hall Academy Prospectus and website and the school admissions pages on the Solihull Council website. Parent[s]/Carer[s] who have any doubt about how to apply should contact the School Admissions team at the Local Authority who will be pleased to help.
- 1.2 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.
- 1.3 Students normally enter the Academy in Year 7 in the September after they reach the age of 11 and the vast majority stay on into the sixth form. Students can also enter the Academy 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).
- 1.4 The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.
- 1.5 Admission to Year 7 at Age 11
  - 1.5.1 Applications for all school places must be made by parent[s]/carer[s] to their home local authority. Solihull residents should apply online at [www.Solihull.gov.uk/enrol](http://www.Solihull.gov.uk/enrol). (Different links can be used if you are resident in another Local Authority). The closing date is 31 October 2017 if you live in Solihull. If you live in another Local Authority area, your application 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 on 1 March 2018.
  - 1.5.2 Students with a Statement of Special Educational Needs  
Children with a Statement of Special Educational Needs that names Park Hall Academy will be offered an automatic place. This will reduce the number of places available at the Academy.
  - 1.5.3 Oversubscription Criteria  
Park Hall Academy is a popular Academy. When more people apply for places than the number of places available the Governors will use the criteria below to decide in what order the places will be offered. The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the Academy. When fewer people apply for places than the Published Admission Number, 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.  
**Priority 1a** Looked after children or those children classed as 'previously looked after.'  
**Priority 1b** Children whose exceptional circumstances can only be met by Park Hall Academy.  
**Priority 2** Children who normally live in the catchment area of the 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  
If a priority group has more applicants than places available priority will be given in the

# Policy for Admissions from September 2018

following order:

- (a) Children of staff who are employed at Park Hall Academy at the time of their admission (ie on 1 September)
- (b) Children who have ever had an older brother or sister at Park Hall
- (c) 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
- (d) Children closest to the school, measured in a straight line from home to school

## 1.5.4 Definitions

- **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 Admission Code. This also applies to any student who has been classed as 'previously looked after'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- **Exceptional circumstances** - Applications on such exceptional social or medical grounds must be supported by independent professional evidence. Documents must be sent to Solihull Council by the closing date. 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.
- **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.
- **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 Park Hall Academy:

- 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

# Policy for Admissions from September 2018

- **and** proof of you selling or renting out your previous property.
- **Distance measuring** - Distances are measured by Solihull Council on their computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property. 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.
- **Late applications and changes** - 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' Admissions committee decision meeting are late and will be considered after applications received with the same priority that were received on time (unless there are particular circumstances which prevented you from applying earlier).
- If possible, places will be offered at the same school to twins, triplets and children from other multiple births. If only one place can be offered the parent will choose which child should have the place.

## 1.5.5 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 of their right to appeal within fourteen days of the posting date 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 Academy.

The Governors reserve their right to withdraw an offer of a place before the student is admitted to the school 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.

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 Academy irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available between April and December due to families moving home etc, any such places will be allocated to students on the waiting list by the local authority. The waiting list is made in strict priority order against the published Oversubscription Criteria.

## 1.6 Admission to Year 12 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.

- 1.6.1 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.
- 1.6.2 All students starting other courses must meet the minimum requirements published in the Prospectus (including BTEC and A2 Courses)
- 1.6.3 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 and their academic qualification 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

# Policy for Admissions from September 2018

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.

- 1.6.4 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.
- 1.6.5 **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.

## 1.7 Appeals

- 1.7.1 The parent[s]/carer[s] of children/ young people who are unsuccessful in gaining a place at Park Hall Academy 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.
- 1.7.2 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 2012 and the Schools Appeals Code. Parent[s]/carer[s] may attend the hearing of their appeal and make their case to the panel.

## 1.8 In Year Applications for Admission

- 1.8.1 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 either their Home Local Authority or to Park Hall Academy. Applicants living in Solihull can get an Application for a School Place from School Admissions at Solihull Council on 0121 704 6693 or the website at [www.Solihull.gov.uk](http://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.
- 1.8.2 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. Looked after children, previously looked after children and those allocated a place at the Academy in accordance with the local Fair Access Protocol will take precedence over those on the waiting list.
- 1.8.3 The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.

## 1.9 Conditions for In-Year Admission

- 1.9.1 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 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.

## **Policy for Admissions from September 2018**

- 1.9.2 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, in September 2011 this extended to Year 9 and in September 2012 this extended to Year 10. Pupils in other Years (i.e. Year 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 Park Hall Academy and whether or not the proposed admission would prejudice the provision of efficient education and/or the efficient use of resources at Park Hall Academy. The Academy also reserves the right to refer an application for admission to the Local Authority for consideration under the local Fair Access Protocol under paragraph 3.12 of the Schools Admissions Code.
- 1.9.3 The decision about whether or not to allocate a place in response to an application for admission will be made by the Admissions Sub-Committee of the Governing Body.