

# Admissions and Appeals Policy

## 2027/2028

<b>Date policy last reviewed</b>	Autumn Term 2025		
<b>Policy Lead:</b>	D Reddy		Date:
<b>Signed by:</b>	Principal		
<b>Signed by:</b>	Chair of Governors		

### Details of the Changes

Page No	Section, if applicable	Details of the change/amendment etc.
1	Updated academic year throughout document	Wording revised
1	Admissions Authority	Wording revised
1	PAN – Year 7	Wording revised – no change to PAN
8	Updated reference of Governing Board to LAGB throughout document	Wording revised
4	Oversubscription Criteria	Criteria no. 5 removed Children with an Education Health and Care Plan updated
7	In Year Applications	Wording revised
7	Year 7 Applications Late Applications Fair Access Protocols	Wording revised
9	Admissions Criteria for Sixth Form updated	Wording revised
11	Oversubscription criteria	Criteria no. 5 removed
12	Appeals Policy	Removed from Admissions Arrangements

**This policy is required to formally consult on any proposed changes as per the guidance from the Admissions Code 2021 to meet the 7-year requirement for consultation.**

**The proposed changes have been highlighted above.**

**The consultation period starts on Thursday 18th December 2025 and ends on Thursday 29<sup>th</sup> January 2026.**

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## 1. Admission Arrangements for Holyhead School

Central Region Schools Trust is the admissions authority for Holyhead School is an Academy, co-educational, admitting students in Year 7 and Sixth Form . During the normal admissions round, the Local Authority operates the coordinated admissions scheme which includes Holyhead School. Parents wishing to apply for a place should put the Academy down as a preference on the common application form submitted to the child's home Local Authority.

## 2. Published Admissions Number (PAN) – Year 7

Holyhead School has a PAN of 210 for the entry into Year 7 for 2027 – 2028. If the number of applications exceeds the PAN, the oversubscription criteria (noted below) will be used to determine which applicants will be provided a place.

2.1. Children with Educational Health Care Plans (EHCP) Are required to be admitted to the school that is named in the EHCP. This gives any such child overall priority for admission to the named school.

## 3. Oversubscription criteria

Where applications for admission exceed the number of places available, then the Academy will rank applications in accordance with the following criteria will be applied in the order set out below;

1. Looked after or previously looked after children.
2. Children with a brother or a sister already at the academy who will still be in attendance in September 2027.
3. Children of staff at the school where;
  - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable shortage
4. Children who live nearest the academy.
  - a) Within each of these categories, priority is given to those who live nearest the academy, calculated on the basis of a straight-line measurement between home and academy.

Criteria	Definition
Children with an Education, Health and Care Plan	Any child with an Education Health and Care Plan is required to be admitted to the academy that is named in their plan. This gives such children overall priority for admission to the named academy. This is <b>not</b> an oversubscription criterion.

Criteria	Definition
Looked after or previously looked after children	<p>Children who are looked after or immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care, and any child / young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.</p> <p>In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.</p>
Sibling	<p>Siblings (brothers or sisters) are considered to be those children who live at the same address and either:</p> <ul style="list-style-type: none"> <li>i. Have one or both natural parents in common; or</li> <li>ii. Are related by a parent's marriage; or</li> <li>iii. Are adopted or fostered by a common parent.</li> </ul> <p>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</p> <p>Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</p>
Distance	<p>Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main school gates. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the coordinates that are used to plot an applicant's home address and the address of the academy.</p> <p>A student's home address is considered to be a residential property that is the child's only or main residence at the time places are allocated and is either;</p> <ul style="list-style-type: none"> <li>a) Owned by the child's parent(s), or the person with parental responsibility for the child;</li> <li>b) Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.</li> </ul> <p>Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.</p>

Criteria	Definition
Shared Responsibility	<p>Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.</p> <p>If a school is allocated on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.</p>
UK Service & Crown Service Personnel	<p>For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will:</p> <ol style="list-style-type: none"> <li>Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.</li> <li>Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.</li> </ol>
Final Qualifier	<p>In a very small number of cases it may not be possible to decide between the applications of those students who are the final qualifiers for a place, when applying the published admission criteria.</p> <p>For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.</p> <p>In the event of this occurring with twins or other multiple birth applicants, academies will be asked to admit over their Published Admission Number to accommodate the students.</p>
Waiting Lists	<p>Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants will be added to the academy's list in accordance with the order of priority for offering places. Waiting lists will be maintained until</p> <p>the end of each academic year.</p>
Appeals	<p>Where parent/carer(s) are not satisfied with the school allocated, arrangements exist for appeals to be heard by an Appeals Panel, which is independent of Holyhead School.</p> <p>Appeals in respect of Admission to Holyhead School should be sent to the Clerk to the LAGB at the school's address, in accordance with prescribed procedures.</p>

Criteria	Definition
In Year Applications	<p>Applications made outside the normal admissions round (In-Year Admissions) should be made directly to the school using the <a href="#">In-Year Application Form</a>. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the academy will notify the local authority within two days of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of academy places in Birmingham.</p> <p>Upon receipt of an in-year application, the academy, will aim to notify the parents of the outcome of their application in writing within 10 school days, but they <b>must</b> be notified in writing within 15 school days. Where an application is refused, the academy <b>will</b> also set out the reason for refusal and information about the right to appeal.</p> <p>Where an applicant is offered a place following an in-year application, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of education.</p>

#### 4. Year 7 Applications (Year 6 transfer to Year 7 for September 2027 entry)

All applications from Parents/Carers of Year 6 students must be submitted to the Local Authority that they reside in, in accordance with their outlined procedures and by the 31<sup>st</sup> October 2026.

#### 5. Late Applications (Year 6 transfer to Year 7 for September 2027 entry)

Any applications for secondary schools received after 31<sup>st</sup> October 2026 (the final closing date) will be treated as late applications by Birmingham Local Authority.

Any request to change the order of preference or to apply for any other school after the final closing date will be treated as a late application. Late applications will only be considered for places after other applications that were received by the final closing date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

Late applications made up until 31<sup>st</sup> July 2027 are required to be submitted to the Local Authority that the Parent/carer resides in.

After 31<sup>st</sup> July 2027 Birmingham Local Authority does not accept late applications, therefore applications from 1<sup>st</sup> August 2027 need to be made using the [In-Year Application Form](#), that must be sent directly to the school at the start of term in September 2027.

All school places are offered on the basis that the information provided is correct. The school reserves the right to withdraw any offer on the basis of a fraudulent or intentionally misleading application.

#### 6. Admission of children outside their normal year group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance.

Where a parent wishes to request admission out of the normal age group for their child, they should still make an

application for their child's normal age group at the usual time. Parents must then submit a formal request to the school for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e., Year 7 in September 2028, then the original application is withdrawn, and the parents must submit a fresh application for Year 7 in 2028 when applications open in the autumn term of 2027. Please note that parents only have the right to re-apply for a place.

Where the school agrees to consider an application for Year 7 for the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering applying for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **7. Fair Access Protocol**

The Local Academy Governing Board (LAGB) of Holyhead School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Accordingly, outside the normal admission round the LAGB can give priority to a child where admission is requested under any locally agreed protocol. The LAGB has this power, even when admitting the child would mean exceeding the published admission number. For more information, please see: [Fair Access Protocol | In-year school admissions | Birmingham City Council](#).



## **8. Admissions Arrangements for Holyhead Sixth Form**

The Academy's Sixth Form offers a range of A-Levels and Level 3 vocational qualifications. Parents/students that are interested in a place in the sixth form can access further information via the website.

## **9. Published Admissions Number (PAN) – Year 12**

The Academy will have a PAN of 125 for Year 12 in September 2026.

## **10. Internal applicants**

Priority for places is given to students in Year 11 currently on roll who meet the entry requirements for Sixth Form courses.

If the number of applications exceeds the admission number, the Governors will give priority to applications in accordance with the criteria in the order listed, depending upon applicants achieving the relevant entry requirements for individual subjects.

## **11. External applicants**

Applications from internal candidates who meet the academic requirements will be considered first. For external applications the remaining places available on a particular course will be offered to those who have the better grades at GCSE or subject specific requirements.

### **Advice and guidance**

All students will receive advice and guidance to support them in making the correct post-16 choices.

## **12. Academic entry requirements**

All students are required to meet the following academic entry requirements to be considered for a place at Holyhead Sixth Form:

Year 1 of A Level/Level 3 BTEC courses (including Applied 'A' levels):

- A minimum of 5 GCSEs at Grade 4/C and above (to include Maths and English at Grade 4 or above)
- A Grade 6 (or Grade 6 in Maths and English) in a subject studied at GCSE for which they intend to study at A Level, e.g. History A Level requires a Grade 6 in History at GCSE, Maths and Science A levels require a Grade 6.

With the school no longer entering students for external AS Level exams there is an additional entry requirement for students to continue into the Year 13 part of a course in individual subjects, based on their performance through Year 12 culminating in their end of year exams:

- A minimum of Grade D and above from their end of Year 12 exams in the subject if studied at A Level
- A minimum of a Merit in BTEC/Level 3 Applied General/Technical subjects

(Students not meeting these requirements for a subject will be provided with an alternative subject option)

## **13. Initial Application Meeting**

Each student who applies to the Sixth Form will have a meeting with the Director of Post 16 or a member of the Sixth Form Leadership Team to discuss course options, academic and other requirements pertinent to joining Post 16 education. The academic requirements to enter Sixth Form will be the same for internal and external applicants.

**The Process**

For all candidates, final and firm offers can only be made upon receipt of examination results in August. There is no guarantee that a subject that has been advertised will run. Applicants should note therefore that admission is to the Sixth Form and not to study a particular course of study.

The Sixth Form will admit up to 25 external students into Year 12. The school reserves the option to allocate up to 5 additional places or to reduce by 5 places in order to balance overall numbers in the 2 years in the Sixth Form, taking into consideration health & safety requirements with regards to building capacity and staff/student ratio.

The school will keep a waiting list for students who still wish to attend Holyhead Sixth Form, have met the entry requirements, but for whom there is no place due to oversubscription.

**Confirmation of a Place in the Sixth Form**

A place will only be confirmed on GCSE results day when a student is in receipt of their grades and enrolls into the Sixth Form.

**14. Oversubscription criteria**

The over-subscription criteria of looked after children, siblings and distance will only be used if the number of external candidates exceeds the amount of places the school is able to admit.

**i. Looked after Children (in public care)**

Children who are looked after or immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. This includes any child / young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.

**ii. Siblings**

Children (siblings) with an older brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- a) Have one or both natural parents in common; or
- b) Are related by a parent's marriage; or
- c) Are adopted or fostered by a common parent

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings. Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

**iii. Children of staff at the school**

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage

#### **iv. Children who live nearest the school**

Thereafter, children will be admitted on the basis of distance between their home address and the school gate on Milestone Lane. Distance will be calculated according to a straight-line measurement between the applicant's front door to their home and the school gate on Milestone Lane (as the crow flies). In a very small number of cases it may not be possible to decide between the applications of those students who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

A student's home address is considered to be a residential property that is the child's only or main residence at the time places are allocated and is either;

- a) Owned by the child's parent/carer(s), or the person with parental responsibility for the child; or
- b) Leased to or rented by the child's parent/carer(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parent/carer(s) have shared responsibility for a child, and the child lives with both parent/carer(s) for part of the week then the main residence will be determined as the address where the child lives the majority of the week.

Parent/carer(s) may be requested to supply documentary evidence to support the address used for the allocation.

If a student is allocated a place on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## **15. Appeals**

Where applicants are not satisfied with the school's decision, arrangements exist for appeals to be heard by an Appeals Panel, which is independent of Holyhead School. Appeals in respect of Admission to Holyhead Sixth Form should be sent to the Clerk to the LAGB at the school's address, in accordance with prescribed procedures.

Unsuccessful applicants will be informed of their right to appeal and asked if they wish to go onto Holyhead's waiting list, which will be held for at least one term in the academic year of admission.

## **16. Waiting List**

Children named on the waiting list will be ranked in the same order as Holyhead's published over-subscription criteria. Should places become available at Holyhead, an offer to students from the waiting list will be made. Inclusion on Holyhead's waiting list does not mean that a place will eventually become available. It may be that those already allocated places do not give them up and that Holyhead is unable to make further offers in the future.

