
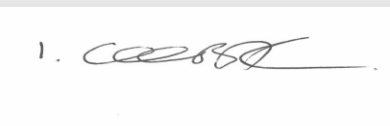




# Admissions Policy

## September 2025

Responsible person	
Date adopted	February 2024
Review cycle	Annual
Last review date	February 2024
Next review date	February 2025
Signed by Governors	
Signed by Headteacher	

## Summary of Amendments

Version number	Amendment description	Amended by	Date

## **General Principles**

Holly Lodge is an 11-19 mixed comprehensive situated in the South Smethwick area of Sandwell. Its Published Admission Number (PAN) for Year 7 in September 2025 will be 280.

The main principle of admission to Holly Lodge is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-19 age range, who live in the St Pauls Ward, which is the schools 'priority admission area' (definition can be obtained from the school or Local Authority). There is no guarantee of a place for children living in the priority admission area.

The school will endeavour to provide places for all pupils whose parents wish them to attend Holly Lodge provided that they can be accommodated within the PAN.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by all applicants. Offers of places will be made on the basis of information provided on the Common Application Form.

As required by Regulations the school will give first priority to applications on behalf of children in public care (looked after children) and children who have previously been in public care. Children with statements of Special Educational Needs (EHCP) naming the school must also be admitted. This will reduce the number of places available under the schools PAN for other applicants.

### **In year admissions**

Where there are places in a year group, the school will consider applications for in year admissions based on the criteria below. The school will follow the Local Authority admissions code to administer these admissions.

The school will continue to work within the LA Hard-to-Place protocol and will admit their fair share of children who are allocated through the Hard-to-Place panel.

### **Criteria for admission**

When applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit. These criteria will continue to be used to allocate places should any fall vacant after the initial allocation:

1. Children in Public Care (Looked After Children)
2. To meet a child's medical needs (recommended and supported by a doctors certificate).
3. Children residing in the priority admission area with a brother or sister (sibling)

attending the school at the time of application with a reasonable expectation they will be on role at the school at the date of proposed admission. This includes siblings in the sixth form.

4. Children residing in the priority admission area, priority being given to such children by the shortest Distance from School (see definition below).
5. Children residing outside the priority admission area with a brother or sister (sibling) attending the school at the time of application with a reasonable expectation they will be on role at the school at the date of proposed admission. This includes siblings in the sixth form.
6. Children residing outside the priority admission area, priority being given to such children by the shortest Distance from School.

## **Definitions and Further Details**

### **Definition of Looked After Children**

*“ A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place.”*

### **The Priority Admission Area (Catchment Area)**

The Priority admission area (catchment area) is the St Pauls Ward. A list of addresses included in the priority admission area can be obtained from the school on request or the Local Authority.

### **Siblings**

Siblings are defined as the following:

- Brothers and sisters who have the same parents and live at the same address
- Half-brothers and half-sisters where one of the parents is the same and the children live at the same address.
- Step brothers and step sisters where the children are related by the marriage of their parents and live at the same address.
- Adopted brothers and sisters living at the same address.
- Children of two unmarried parents living at the same address. (Proof of sibling link may be required.)

## **Distance From the school**

The measurement used will be a straight-line distance from the main entrance of the school on Holly Lane to the property, with those living nearest to the school being given priority. Residences with a common front door (e.g., apartments/flats) will be treated equally with the measurement taken to that common front door.

## **Residence**

The residence is defined as the address at which a parent with parental responsibility lives and is the permanent residence of the child for the majority of the school week (Sunday to Thursday night).

## **Waiting Lists**

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Headteacher at Holly Lodge to request that the student's name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated from the waiting list according to the Admissions Criteria listed above.

## **Appeals**

Appeals against decisions not to admit a pupil will be heard by the Local Authority Appeals Panel. The decision will be given to the family within 10 school days following the hearing. If a student is successful in gaining a place through appeal, they will be admitted to the school at the beginning of the next term.

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## **6th form admissions**

### **Section 1 – General principles**

Holly Lodge offers a range of Level 2 & 3 qualifications to sixth form students and a number of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason, all applicants are invited to attend an interview with our staff to discuss the most suitable courses of study.

The sixth form capacity for Year 12 commencing in September 2025 will be 200.

Students of Holly Lodge year 11 will be encouraged to apply for the sixth form. Applications from students wishing to transfer from another school and who meet the relevant entry requirements will be considered if there are places available on the preferred courses of

study after allocation has been made to the current Holly Lodge Year 11 candidates. In all cases the same admission criteria and oversubscription criteria will apply (see below). Entry to the 6th form will only be considered for the beginning of the next academic year. Year 13 students who have studied Year 12 courses elsewhere will also be considered at this point, however this is at the discretion of the 6<sup>th</sup> Form team.

## **Section 2 - Definitions and Details**

### **Application Deadlines**

Internal and external candidates should apply by the appropriate date stated in the current sixth form prospectus.

Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on their preferred course.

Entry into Year 13 for external applicants will depend on the requirements for the course for which entry is sought, the availability of a place within that course and the applicant's results from any module taken in Year 12.