



Hamstead Hall Academy

ADMISSION POLICY

Updated	September 2026
Approved by	Hamstead Hall Academy Local Governing Body
Date of Approval	24 th September 2026
Next Review Date	September 2027

Hamstead Hall is an Academy for the 11 – 18 age range. There are approximately 1185 pupils on roll in September 2026, including 150 in the Sixth Form. The published admission number is 210.

How to Apply For Year 7 in September 2027

An application must be made online at www.birmingham.gov.uk/schooladmissions

Previous Admission Pattern at the Time of Offer of Places for Year 7

In 2024 and 2025 the academy received more applications than there were places available. In 2026 all applicants were offered,

- 2024 - 823 preferences received ranking the school 1 – 6. Last child admitted lived 2806 metres from the school
- 2025 - 779 preferences received ranking the school 1 – 6. Last child admitted lived 5523 metres from the school
- 2026 - 749 preferences received ranking the school 1 – 6.

Criteria	1. Looked after children or children who were previously looked after (including previously looked after children from outside of England).
	2. Children with a brother or a sister already on roll at the academy and who will <u>still be in attendance in Years 7,8,9,10,11 in September 2027</u> , but excluding those children attending the sixth form .
	3. Children who are currently attending Grestone Academy.
	4. Children of staff employed at Hamstead Hall Academy.
	5. Children who live nearest the Academy.
	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.
Children with a statement of special educational needs/EHC Plan	Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

Looked after or previously looked after children	Looked after and previously looked after children 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. Evidence may be requested from carer's whose children are looked after or were previously looked after by another Local Authority. Children adopted from state care outside of England Children who appear (to the Governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted will be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). These children are referred to as internationally adopted previously looked after children – "IAPLAC". Evidence will be required from the carer confirming that their child meets the above criteria in accordance with the DfE's non-statutory guidance on the admission of IAPLAC.
Sibling	Siblings (brothers or sisters) are considered to be those children who live at the same address and either: i have one or both natural parents in common; or ii are related by a parent's marriage; or iii 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 parents' 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. All siblings must still be attending the Academy at the time the child enters the school. For example, for the September 2027 intake the sibling must still be attending in September 2027. Therefore, for secondary transfers siblings in Year 11 during the September 2026 – August 2027 academic year or the Sixth Form are not classed as meeting the sibling criteria.
Attending a linked/feeder school	Parents of children attending a linked feeder school should make an application in accordance with the school's application procedure. There is no guarantee of transfer and a further application must be made in line with the admissions process.
Children of Staff	Applicable to all permanent contract staff in all departments.

Distance	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 supply the co-ordinates that are used to plot an applicant's home address and the address of the Academy.
Shared Responsibility	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.
Final Qualifier	In a very small number of cases it may not be possible to decide between the applications of those pupils 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 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. 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 pupils.
Waiting Lists	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 the end of each academic year.
Appeals	Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should visit www.birmingham.gov.uk/schooladmissions Appeals will be heard by an independent panel.
In Year Applications	Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy. Parents/carers can apply for a place for their child at any time and to any academy. On receipt of an in-year application, the academy will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.
Deferred entry and 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 or has experienced problems such as ill health, that they had deferred entry agreed for when their child started Reception class or that they have been taught out of the normal year group

	during the primary phase of their education and have not been reintegrated back into their normal chronological year group. 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 Academy Trust 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. The Academy Trust will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher. If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Trust and the parents will be advised of the outcome. If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Trust and the parents advised of the outcome. 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 Academy Trust 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 submitting an application 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
Sixth Form Arrangements	All applicants for the Sixth Form must satisfy the entry requirements for the different pathways and subjects offered. For A Levels applicants require 5 Grade 4 GCSEs or equivalent including

	English and Mathematics. To study a level 3 vocational pathway including BTEC qualifications, applicants are required to have 4 Grade 4 GCSEs or equivalent. Additionally, applicants must: • Meet the entry requirements for individual subject choices as indicated in the Sixth Form course information booklet, located on the Academy website. • Have an excellent attendance and punctuality record. • Have an excellent work ethic and behaviour record in Year 11 at Hamstead Hall Academy or previous school. • Suitable reference provided by their current educational establishment. Students can complete a combination of subjects from across both A Level and Vocational Pathways if the necessary entry requirements have been met. Applications for each academic year open in October and should be completed online via the Academy website. Closing dates for applications are in early January.
Fair Access Protocol	The Governing body of Hamstead Hall Academy 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 Governing body is able to give priority to a child where admission is requested under any locally agreed protocol. The Governing body has this power, even when admitting the child would mean exceeding the published admission number subject.

* No Supplementary Information Form is used at Hamstead Hall Academy