

# Hollingworth Academy

## Admission Policy

<b>Approved by:</b>	Local Governing Body	<b>Date:</b> March 2026
<b>Reviewed:</b>	Annually	
<b>Next Review:</b>	March 2027	

# HOLLINGWORTH ACADEMY ADMISSIONS POLICY 2027 - 2028

## Admissions Authority

The Admission Authority for Hollingworth Academy is the Hollingworth Learning Trust (HLT).

The Admissions Policy is the responsibility of the Board of Trustees of the Hollingworth Academy Trust, though in practice the operation of the policy is delegated to the Academy Committee (Local Governing Body) of the academy.

## PROCESS

### Year 7 intake

The academy is part of the Rochdale Borough Council's (the 'Local Authority') coordinated arrangements which require all parents/carers to complete a Common Application Form (CAF) provided by the Local Authority.

The form is available online at <https://www.rochdale.gov.uk/school-admissions-appeals> Full details of the application process are available at this web address.

When completing the CAF, the academy must be listed as one of the preferences. Inaccurate or false information on the form may result in any awarded place being withdrawn.

The closing date for applications to be submitted to the Local Authority is 31 October 2026, for a place to start at the academy in September 2027.

The Local Authority will inform parents of the offer of a place on behalf of the Hollingworth Learning Trust on the national offer date 1<sup>st</sup> March 2027 or the next working day.

### In-year transfer applications

The academy determines in year transfer applications. These applications will be forwarded to the academy.

Full details of the application process are available at the Local Authority's web address to <https://www.rochdale.gov.uk/school-admissions-appeals>

Inaccurate or false information provided on the form may result in the withdrawal of any place offered.

Parents/Carers will be notified by the Local Authority of the outcome of an in-year application.

### Published Admissions Number (PAN)

The academy has an admission number of 270 in Year 7 for September intake. The academy will accordingly admit at least 270 each year if sufficient applications are received. All applicants will be admitted if 270 or fewer apply.

### **Children with an Educational Health Care Plan (EHCP):**

Where pupils have an Education, Health and Care Plan (EHCP) and Hollingworth Academy is named in the EHCP children will be allocated a place before any other places are allocated.

The Local Governing Body will consider all applications for admission on an equal basis, with the following set of admissions/oversubscription criteria forming a priority order where there are more applications for admissions than the academy has places available:

## **OVERSUBSCRIPTION CRITERIA**

### **Priority 1:**

#### **Looked After Children, Previously Looked After Children and Internationally Adopted Previously Looked After Children (LAC, PLAC, and IAPLAC)**

A 'Looked After Child' (LAC) is defined as a child who is (one of the following):

- in the care of a local authority; or
- being provided with accommodation by a local authority's social services (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school.

A 'Previously Looked After Child' (PLAC) is a child who was previously looked after but ceased being so because they were (one of the following)

- adopted;
- became subject to a Special Guardianship order; or
- became subject to a Child Arrangement order immediately following having been looked after.

An 'Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Priority 2:**

#### **Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Hollingworth Academy:**

Exceptional medical needs must be supported, at the same time as application, by a letter from a GP, hospital consultant or other medical professional indicating how a student's medical condition relates only to the preference for Hollingworth Academy.

Exceptional welfare consideration (such as children at risk) must be supported, at the same time as the application, by a letter from a supporting agency (e.g. Social Worker, Family Support Worker) indicating how the circumstances relate only to the preference for Hollingworth Academy.

### **Priority 3**

#### **Children with an older sibling attending Hollingworth Academy at the time of admission:**

A sibling is defined as a brother or sister, or step-brother or step-sister living at the same address as the child for whom the application is being made and who are in attendance at the academy at the start of the academic year for which admission is being sought. Sibling priority will not be given where the brother/sister or step-brother or step-sister lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.

**You may only claim this priority if your child has an older sibling who will be in attendance at the academy for Year 7 September intake.**

#### **Priority 4**

##### **Children eligible for the service premium:**

Children eligible for admission under this priority are those where:

- one of their parents/carers is serving in the regular armed forces;
- one of their parents/carers served in the regular armed forces in the last three years;
- one of their parents/carers died while serving in the armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

#### **Priority 5**

##### **Children of staff at the academy:**

It is anticipated that this will account for a very small number of places offered and will be reviewed annually by the Local Governing Body where:

- the member of staff must have been employed at the academy for two or more years at the time at which the application for admission is made, and/or
- the member of staff is required to fill a vacant post for which there is a demonstrable skill shortage.

#### **Priority 6**

##### **Any Other Children:**

If applications for the academy are in excess of the number of places available, the governors will apply the above criteria, to decide which children should be admitted/offered places. In the event of oversubscription in any of the above categories, applicants living nearest to the academy will be given priority. Distance will be measured using the shortest walking route from the front door of the child's home address (including flats) to the front gates of the academy, using GPS co-ordinates of the property from the Ordnance Survey Address Base database.

Shortest walking distances are calculated using the address supplied on your Local Authority admission form which must be the child's permanent place of residence. No other address will be used in this calculation. From the provided address we obtain the GPS co-ordinates of the property from the Ordnance Survey Address Base database. Using these co-ordinates, we obtain the distance of the shortest walking route to the front gates of the academy to three decimal places using Google Maps APL. If for any reason there is a significant difference in the distance between your property's GPS co-ordinates and the Google Maps start point, then the academy will check the reason for this discrepancy and deal with it accordingly and fairly. The academy does not recognise any cut through, or shortcut not mapped by Google Maps.

It is the responsibility of all applicants to clearly state any specific details which relate to any of the above admission criteria. The information should be included on the application form which should be fully completed before submission.

Children living in other authorities must apply to their own council and name Hollingworth Academy, Rochdale.

**UNDER THE SCHOOLS' ADMISSIONS CODE ALL ADMISSIONS AUTHORITIES ARE REQUIRED TO COMPLETE AN 'EQUAL RANKING' PREFERENCE SYSTEM.**

### **Tie-Break**

If in any category there are more applications than places available, priority will be given on the basis of distance from home to the academy, with those living nearer to the academy having priority.

Distance will be measured using the Local Authority's computerised measuring system.

If the distance is the same for two or more applicants for the last place/s to be allocated, a random lottery will be carried out in a public place.

### **Waiting List**

The academy operates a waiting list for each year group. Where, in any year, the academy receives more applications for places than there are available, a waiting list will operate.

In Year 7, the waiting list until the end of the first term after the beginning of the school year, is maintained by the Local Authority on behalf of Hollingworth Learning Trust, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. After the first term, Hollingworth Academy will manage the waiting list for Year 7.

Children's position on all waiting lists will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals Procedure**

Rochdale Borough Council coordinates the appeals on behalf of the academy. Parents/carers who want to appeal against the decision not to offer their child a place at the academy should complete and return the appeal form. For further information on how to appeal, including the appeals timetable, please consult the academy website admissions page <https://hollingworthacademy.co.uk/key-information/admission-arrangements>

### **Further Information Contact Details:**

RMBC School Admissions Team  
Number One Riverside  
Smith Street  
Rochdale  
OL16 1XU

Tel: 0300 3030340  
Email: [online.admissions@rochdale.gov.uk](mailto:online.admissions@rochdale.gov.uk)  
Website: [www.rochdale.gov.uk](http://www.rochdale.gov.uk)

RMBC Legal Services Team  
School Admissions Appeals  
Number One Riverside  
Floor 2  
Smith Street  
Rochdale  
OL16 1 XU

Tel: (01706) 924811

## **NOTES**

### **Shared Parenting**

Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

### **Admission of children outside their normal age group**

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

The Governors' Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal, but this does not apply if parents are offered a place other than in the year group for which they applied.

### **Fair Access Protocol**

As part of the co-ordinated admissions arrangements with the Local Authority, the academy may accept 'hard to place' students onto its roll in accordance with the In-Year Fair Access Agreement. These are special cases arranged outside the boundaries of this admissions policy.

### **The Governing Body reserves the right to:**

- Increase the number of places they are able to offer parents/carers.
- Accept direct applications from parents/carers for In-year admissions.
- Withdraw the offer of an academy place where false evidence is received in relation to sibling connections or place of residence.

### **Policy Review and Consultation**

The academy's Local Governing Body will review and approve the Admissions Policy annually.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change.

Consultation will be for a minimum of six weeks and will take place between 1<sup>st</sup> October and 31<sup>st</sup> January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to the Local Authority as soon as possible by 15<sup>th</sup> March and publicised on the academy's website for the full offer year.

Consultation will take place in the following way:

- General notification on the academy's website: [www.hollingworthacademy.co.uk](http://www.hollingworthacademy.co.uk)
- Notification for parents/carers through student mail.
- Notification in writing to associated primary school, all own admission authority schools in the borough, the Local Authority, and neighbouring authorities.

Any objections to admission arrangements should be made in writing to the Chair of Governors at the academy.