

# Hollingworth Academy

## Admission Arrangements

## Admissions Authority

Hollingworth Academy is an 11-16 secondary school under the trusteeship of the Hollingworth Academy Trust.

As an Academy, the Academy Trust is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The co-ordination of admissions arrangements is undertaken by the Local Authority as in any Admission Appeal.

## Published Admissions Number (PAN)

The Governing Body has set its admissions number at **270**.

## Transition to Secondary School from Primary Schools

In the *Autumn term*, parents/carers of children in Year 6 in the Borough's primary schools should receive a letter reminding them that it is time to apply for a secondary place. **Parents are recommended to apply online as soon as possible from 1<sup>st</sup> September.**

All initial correspondence and any reminders of the deadline for applications will be sent via the child's primary school. Parents/carers should, therefore, ensure that the contact details held by the primary school are up-to-date.

Parents/carers must complete a common application form, expressing up to four preferences for secondary school admission, and return this to the School Admissions Team at the Local Authority.

**The closing date for all applications is usually 31<sup>st</sup> October in the year prior to starting secondary school.**

If you live within the Rochdale Borough, in order to submit your application for a secondary school place, you should visit the Council website: [www.rochdale.gov.uk/schooladmissions](http://www.rochdale.gov.uk/schooladmissions) and follow the links to the Parent Portal to register and complete your application online.

Parents/carers should ensure that all relevant information is included on the application form.

Late applications or applications which are missing key information, such as a child having a sibling already attending our school, will affect the child's position on the admissions list and may result in him/her missing out on a place.

All applicants will be considered at the same time after the closing date for admissions and in a fair way based on the PAN (Published Admission Number), the published admissions criteria and the information that is returned on the application form.

Parents/carers will be informed of the Governors' decision to offer a place by Rochdale Local Authority at the beginning of March.

## In-Year Transfers between Secondary Schools

Parents/Carers who would like their child to transfer to Hollingworth Academy from another secondary school must complete an *In-Year Transfer Application Form* using Rochdale Council's online application system.

If places are available, children qualifying under the published admissions criteria will be admitted.

If there are more applicants than places available, then the published oversubscription criteria will be applied.

## Admissions Criteria

See our Admission Policy

## Admissions and Appeals Information

The following forms and documents are available from the School Admissions Team at Rochdale Local Authority:

- Secondary School Application Form
- In-Year Transfer Form
- Secondary School Appeal Form
- Secondary Allocation and Appeal Procedure
- School Admission Appeal Timetable

## Further Information Contact Details:

RMBC School Admissions Team Number One Riverside Smith Street Rochdale OL16 1XU  Tel: 0300 3030340 Email: <a href="mailto:online.admissions@rochdale.gov.uk">online.admissions@rochdale.gov.uk</a> Website: <a href="http://www.rochdale.gov.uk">www.rochdale.gov.uk</a>	RMBC Legal Services Team School Admissions Appeals Number One Riverside Floor 2 Smith Street Rochdale OL16 1XU  Tel: (01706) 924811
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## 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 into a Different Year Group

There may be exceptional circumstances where admission into a different year group may be advised or considered (gifted and talented children, for example, or those who have experienced problems or missed part of a year, for example due to 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.

### 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 a school place where false evidence is received in relation to sibling connections or place of residence.

### Policy Review and Consultation

The school's 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 6 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 school's website for the full offer year.

Consultation will take place in the following way:

- General notification on the school's website: [www.hollingworthacademy.co.uk](http://www.hollingworthacademy.co.uk)
- Notification for parents/carers through pupil 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 school.