



Holte School

Admissions Policy 2025-2026

Lead member of staff:	Mr L Farmer (Deputy Headteacher, T&L)
Legislation Status: (Statutory/Non-Statutory)	Statutory
Local Authority Model Policy or School Written Policy:	School Written policy
Required on school website:	Yes
Revision Date:	September 2026
Date Ratified by Full Governing Body:	23/03/26
Signed by Chair of Governors:	Jane Humpherson

1. Aims and objectives

1.1 Our school is a community school set in the inner-city area of Lozells, Birmingham admitting students from the age of 11 to 18. The main principle of admission is to provide for the educational needs of young people who live in Lozells and the surrounding area.

1.2 We are an inclusive school and welcome all applications. The published admission number (PAN) for 2025/26 for Year 7 will be 192. In recent years we have received more applications than we have places for. The published admission number (PAN) for our Sixth Form is 200.

1.3 This policy is based on the following advice from the Department for Education (DfE):

- [Determined admission arrangements 2026 | Determined admissions arrangements | Birmingham City Council](#)
- [School Admissions Code](#)
- [Birmingham Fair Access Protocols](#)
- [Promoting the education of looked after children and previously looked after children](#)
- [SEND Code of Practice](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the *School Standards and Framework Act 1998*.

1.4 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.

2. Guidelines for admission

2.1 Transition from primary to secondary education

Admission to secondary school from primary education is determined by the Local - Authority's School Admissions service. Parents should submit their preferences for placement into secondary school to the Local Authority by October prior to transfer. On receipt of each Preference Form, preferences are considered equally.

If the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Children in Local Authority Care (LAC) or who were previously in Local Authority Care.
2. Children with a brother or sister already at the school will still be in attendance at the school in the September of that academic year. This does not apply to siblings who attend the Sixth Form.
3. Children who live nearest the school.
4. Children of staff

Within each of these categories, priority is given to those who live nearest the school, by straight line measurement to one fixed point in the school. In a few cases where the Authority has agreed a catchment area for the school, children living within that area have priority over those children living outside it. If vacancies occur because of students not taking up places or leaving school, places continue to be allocated according to the above criteria.

The Local Authority writes to parents/carers of children living in Birmingham informing them which school their child has been offered. Parents/carers receive only one offer. Parents/carers are then asked to confirm whether they accept the offer.

Sometimes, the Local Authority is unable to offer a place at Holte because there were more applications than spaces available and some children meet the criteria more successfully than others. The Local Authority will offer an alternative school in this case.

For further information visit:

- [Birmingham City Council - Applying for a secondary school place](#)

2.2 Students with Special Educational Needs and Disabilities (SEND)

Special Educational Needs Assessment Review (SENAR) manages admissions for children and young people with Special Educational Needs and Disabilities (SEND) in Birmingham, ensuring placements are tailored to their individual needs and coordinated with Education Health and Care Plans (EHCPs).

For parents of children with an Educational Healthcare Plan (EHCP), a Birmingham City Council SENAR Preference Form should be completed. A school place will be allocated to a child with an EHCP in accordance with the [SEND Code of Practice \(2015\)](#)

For further information visit:

- [SEND Birmingham](#)

2.2 In-year School Admissions

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school at – admissions@holte.bham.sch.uk. 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 school will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up-to-date figures on the availability of school places in Birmingham. The school will also confirm with parents via email that they have received an application for their child.

The Local Authority's School Admissions service is responsible for coordinating all applications for school places after the normal intake, and places in other year groups.

Following an application there will be one of two outcomes:

- If the school has places available a child will be offered a place.
- If the school is already oversubscribed (full to its admission limit for that year – currently 192) a child is placed on the school waiting list.

The school will maintain waiting lists for every year group. If a parent wishes to remain on the waiting list at the end of an academic year, they must re-apply each September. A letter will be sent to the parents of students who are positioned one to ten on the waiting list informing them of the need to reapply at the end of each academic year.

If a child is to join Holte School at a time other than in the normal September intake the following will happen:

- The school will request references from the student's home school.
- An interview will be arranged on receipt of these references.
- An interview will be arranged with the Year Manager, Year Coordinator or Assistant Headteacher, Pastoral.
- As part of this interview, home school data and/or Key Stage 2 SATs data will be used to ascertain academic ability and if any additional support is required this will be passed to our SEND team. This information is used, along with other contextual and organisational information, when placing a student in classes that will support them in being successful at Holte School.
- If a student joins the school in Year 11 a reduced timetable may be offered. This decision will be made in conjunction with parents and the student, but will be guided by the Key Stage 4 curriculum model we offer and the availability of

option subjects and the exam board being studied, when creating a timetable to best meet their needs.

- The family will be given a copy of the school prospectus and advised on uniform, PE kit and other matters.
- A start date will be agreed.
- The relevant year team will inform staff via e-mail that a new student is going to start at the school and provide relevant information to assist in the education of the new student.
- Vulnerable students may be supported on their integration into school by the school's mentoring team.

For parents of children with an Educational Healthcare Plan, any proposed changes to a school place must be made in conjunction with SENAR.

For further information visit:

- [Application for a Change of School \(In-Year\) | Birmingham City Council](#)

2.3 Fair Access Protocol

The School Admissions Code 2022 sets out the basic requirements for a Fair Access Protocol. Each local authority must have a Fair Access Protocol. The purpose of the protocol is to ensure that outside the normal admissions round, children without school places, especially the most vulnerable, are admitted to a suitable school as quickly as possible. If an in-year admission is deemed to meet fair access criteria it will be referred directly to the Local Authority by the school.

The Governing body of the 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 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. Schools cannot refuse to admit children solely on the assumption they may display challenging behaviour; such children are referred to the FAP. Previously looked after children are prioritised for placement, and authorities may use powers to direct school admissions if immediate agreement cannot be reached

In agreeing a protocol, the Local Authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been permanently excluded from other schools, or who have challenging behaviour. The school will admit students via the Fair Access Protocol throughout the year. A school place must be allocated within 20 school days of referral. Arrangements for immediate start are made once placement is confirmed. All admissions via the Fair Access Protocol will be reported to the governing body every term.

For further information visit:

- [Birmingham Fair Access Protocols](#)

3. Admission to the school's Sixth Form

3.1 Birmingham Local Authority is not responsible for admissions to Holte School Sixth Form. Applications for a place in the Sixth Form should be made directly to the school. A young person who has an Education Health and Care Plan (EHCP) and is due to move on to a Post 16 placement will have the opportunity to state their placement preference(s) using the SENAR Post 16 preference form.

The capacity for the Sixth Form is 200. This is a combined figure for Year 12 and 13. Existing students at Holte School wishing to remain at school beyond Year 11 into the Sixth Form will be able to do so providing they meet the requirements for access onto the courses that they have chosen. All applications for Year 12 admissions should be made directly to the school via the Sixth Form Admission Form which can be found on the school website.

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. These entry requirements are published on the school website.

All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications and requirements as those for existing students. 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.

Our entry requirements to the Sixth Form are a Grade 4 or above in either GCSE English Language or GCSE Mathematics. We cannot accept students who do not achieve a grade 4 in either English Language or Mathematics. Admission is also subject to an excellent record of attendance, attitude to learning behaviour and an excellent reference from the child's school. The entry requirements for each subject are available on the school website and are reviewed annually.

If the number of applications to join the sixth form exceeds the published admission number (100 in Year 12), then the following oversubscription criteria will apply.

5. Children in Local Authority Care (LAC) or who were previously in Local Authority Care.
6. Children with a brother or sister already at the school will still be in attendance at the school in the September of that academic year. This does not apply to siblings who attend the Sixth Form.
7. Children who live nearest the school.
8. Children of staff

Any student refused the offer of a place in the Sixth Form has the right of appeal to an independent appeals panel. Admission to the Sixth Form will be via application to the

Assistant Headteacher – Teaching & Learning and Sixth Form. Students will be invited to discuss possible options with sixth form staff.

Holte School's procedure is compliant with the School Admissions Code 2022 which states; "any meetings held to discuss options and courses must not form part of the decision process on whether to offer a place."

4. The Schools Appeals Process

Appeals for places at Holte School are administered by Birmingham's Education Appeals Team. Parents who wish to appeal against the decision to refuse their child admission should contact the Children's Information and Advice Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.

For further information regarding the appeals process visit:

- [Appeal a decision to refuse your child a place](#)

5. Waiting lists

If our school was a parent or carers preferred choice of school and they have not been allocated a place they will be informed of their right to appeal and asked if they wish to go on to the school's waiting list. Should places become available at Holte School; an offer to students from the waiting list will be made in accordance with the admission criteria. The waiting list is administered by the school's Pastoral Secretary.

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 schools list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year. Waiting lists will be refreshed each year from the start of the new school year in September and parents must apply again if they wish to secure a place for their child on the waiting list. Parents and carers will be informed of the need to re-apply for a school place at the beginning of each academic year.

6. Shared parental 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.

7. Final qualifier

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 if the distances between the home and school is the same, for example, block 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 (PAN) 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, schools will be asked to admit over their Published Admission Number (PAN) to accommodate the students.

8. Links to important documents and contacts:

- School Admissions Service
www.birmingham.gov.uk/online-admissions
- School Admissions Code
<https://www.gov.uk/government/publications/school-admissions-code--2>
- School Admissions Downloads
https://www.birmingham.gov.uk/downloads/20119/school_admissions
- School Standards and Framework Act 1998.
<http://www.legislation.gov.uk/ukpga/1998/31/contents>
- School Admissions Appeals
<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>