

Admissions Policy 2026-27

Kelvin Hall School

Policy reviewed and adopted
by the Board of Trustees

Spring Term 2025

Version

V2

Date of next review:

Autumn Term 2025

Responsible Committee:

Local Governing Body

Monitoring:

Trust Board

Related Policies

Where is this policy
published?

School Website

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1 Policy at a glance

Key Points:

- **Fairness and Inclusion:**
 - Kelvin Hall School welcomes children from all backgrounds and abilities;
 - Admissions decisions are based on published criteria, not on a first-come, first-served basis;
 - The school cannot discriminate based on disability, gender, race, religion, or sexual orientation.
- **Applying for a Reception Place:**
 - Apply online through the Local Authority (LA);
 - Children don't have to start school in the year they turn 5 (summer born deferral possible);
 - The school has a limited number of places (60) each year.
- **Admission Criteria (if more applications than places):**
 1. **Priority:** Looked-after children and those with an Education, Health and Care (EHC) plan naming the school;
 2. **Significant medical factors/exceptional family circumstances:** demonstrating how it is the **only** school that can meet their child's needs and why
 3. **Sibling Priority:** Children with siblings already attending the school;
 4. **Children of staff:** Staff at Kelvin Hall who have worked there for 2 years
 5. **Distance:** Those living closest to the school (measured by safe walking route via Basemap software).
- **Waiting List and Appeals:**
 - The LA manages a waiting list based on the admission criteria;
 - Parents have the right to appeal a place rejection.
- **Additional Points:**
 - In-year transfers (during the school year) are considered if space is available;
 - Applications for out-of-year groups (e.g., older year) are also considered based on space;
 - The school participates in the Fair Access Protocol to ensure vulnerable children find a suitable school.
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- **Review and Contact:**
 - The policy is reviewed annually and follows national regulations;
 - Contact the Headteacher for further information.

2 Aims

The governing body of Kelvin Hall School applies regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out in the School Standards and Framework Act 1998, at Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

The school aims to ensure that:

- We are an inclusive school that welcomes children from all backgrounds and abilities;
- All applications are treated on merit and in a sensitive manner;
- The only restriction at normal year of entry is that of numbers. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child is accepted or not. It is how we wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to excess demand on the school places available;
- The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school.

3 How Parents can Apply for their Child to be Admitted to our School

- As our school is part of the THRIVE Cooperative Learning Trust school the school determines the admission arrangements in consultation with the LA;
- Parents have the right to express a preference for the school of their choice and they should do so on the relevant application form. Expressing a preference does not, in itself, guarantee a place at this school. Applications are made online through the Local Authority. The Local Authority notifies parents about the school place as soon as all the applications have been considered;

4 School Admission Arrangements 2026-27 - Criteria for Admission

- 4.1 Kelvin Hall School has an agreed admission number of 320 pupils for Years 7 - 11 in 2026-2027. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.
- 4.2 Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement following consultation with the Head and Governors, the Governing Body is required to admit the pupil. After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:
 1. Children in public care at the time when preferences are expressed, and those who have been previously looked after. This includes children who have been in state care outside of England but ceased to be so as a result of being adopted;
 2. Significant medical factors or exceptional family circumstances. (See note 1 below);
 3. Having a brother or sister who will be attending the school at the expected time of admission. (See note 2 below);
 4. Children of staff, provided that the member of staff has been employed at Kelvin Hall for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skills shortage;
 5. Geographical, with priority given to those living nearest to the school. (See note 4 below).

4.3 Notes

1. Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference, demonstrating how it is the **only** school that can meet their child's needs and why;

Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference, demonstrating how it is the **only** school that can meet their child's needs and why;

These applications will be given consideration under a review procedure in advance of school allocations being completed.

2. Brothers and sisters include
 - children with the same natural parents living at the same address.
 - children with the same natural parents living at different addresses (e.g. due to separation of natural parents).
 - half-brothers/sisters living at the same address.
 - step-brothers/sisters living at the same address.
 - children living as part of the same family unit with their parents/guardians at the same address.
3. Residence is defined as the normal family address where the child resides.
4. The measurement of distance is the shortest available safe route for pedestrians along footpaths alongside roads marked on the current street map of the City. (The only exception to this for admissions to Kelvin Hall School is the footbridge across the railway line from Priory Drive, via a public footpath to Hotham Road North and St Ninian's Walk.) The front entrance of the home property (residence) to the main entrance of the school site is used. We use software that is specialised for computer mapping of distance. This is called "Basemap" and takes the X and Y coordinates of the property address and calculates the distance to Kelvin Hall School precisely.

The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change their normal address after the closing date but before the allocation process has finished this can be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

5. Admission criteria 2, 3 and 4 will be used as tie-breakers for other criteria. If the school is over-subscribed after the allocation of children under any of the admission criteria, the subsequent criteria will be used to tie-break any remaining children for allocation or waitlist. For the purposes of tie-break, the admission criteria will be used in numerical order.

5 Regulations

- 5.1 Regulations published under the School Standards and Framework Act require admission limits and admission arrangements for the 2026/2027 school year to be determined by April 2025 following a period of consultation between October and January, if there are proposed changes.
- 5.2 Regulations also require Local Authorities (LAs) to formulate schemes for co-ordinating admission arrangements for all maintained schools within their area. The LA has already established coordination schemes that have been implemented from September 2006 onwards. The co-ordinated scheme for Hull's secondary schools also covers schools in the East Riding of Yorkshire.
- 5.3 The Secretary of State has issued guidance in the Code of Practice on School Admissions. The LA and other admission authorities are required to act in accordance with the Code of Practice.
- 5.4 The allocation of school places is based on parental preference. Parents can apply for a place at any school irrespective of where they live. Only where there are more preferences submitted for a school than there are places available would the 'nearest to school' admissions criterion be used along with the other criteria to determine which applicants take priority for the places.
- 5.5 The Thrive Cooperative Learning Trust is the Admission Authority for Kelvin Hall School. All admissions are

determined by Thrive which reserves the right to consider each application on its merit in accordance with the admissions criteria outlined below. Thrive will follow the Local Authority Coordinated Admissions Scheme.

- 5.6 The Local Authorities' co-ordinated schemes cover applications for the normal admissions round AND late applications.

6 In-Year Transfer

Parents and Carers who wish to apply for an in-year transfer must contact the Local Authority for an in-year transfer form and they will notify you of the outcome of your application.

7 Out of Year Group

- 7.1 A parent may apply for an 'out of year group' place for their child at any time outside the normal admissions round but not within the normal admissions round.
- 7.2 As is the case in the normal admissions round, all children whose statement of SEND or EHC plan names the school will be admitted;
- 7.3 Likewise, if there are spaces available in the year group that parents are applying for, their child will be offered a place;
- 7.4 If there are no spaces available at the time of their application, their child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8 Fair Access Panel

Hull City Council has a Fair Access Protocol. This ensures that children without a school place and vulnerable children are offered a place at a suitable school as soon as possible. The school participates in the Fair Access Protocol.

9 Admission Outside of Normal Year Group (Deferred & Delayed Entry)

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. Parents/carers who wish to make such a request should make an application for their child's normal age group at the usual time in line with the timescales set out in the local authority's coordinated scheme. All requests will be considered by the governing body taking into account the individual circumstances, and relevant professional advice where appropriate including discussion with the head of the preferred school.

10 Admission Appeal

- 10.1 If a place cannot be offered a parent would be offered the right of an appeal and given the reason for the refusal.
- 10.2 If parents wish to appeal against a decision to refuse entry, they can do so by completing an appeal form and returning this to the LA. An independent appeals panel will then be set up by our trust (THRIVE) which then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.
- 10.3 If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the School Admissions Appeal Code Feb 2012).

- 10.4 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

11 The Standard Number

Kelvin Hall School has an agreed admission number of 320 pupils for Years 7 - 11 in 2026-2027. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.

12 Waiting Lists

- 12.1 The Local Admission Authority maintains a clear, fair and objective waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.
- 12.2 After offers have been made the waiting list is maintained until 31st December 2026.
- 12.3 For in-year applications they are placed on the waiting list automatically while they are given 20 days to lodge an appeal. However, parents must request to remain on a waiting list for the remainder of the academic year.

13 Public Sector Equality Duty

- 13.1 The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day-to-day work should have regard to the following:
- eliminating discrimination;
 - advancing equality of opportunity and;
 - foster good relations across all characteristics.
- 13.2 Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.
- 13.3 This policy was reviewed and updated with reference to this duty. The author/s of this document considered this policy in light of these requirements to ensure that Kelvin Hall School adheres to these statutory regulations.

14 Person Responsible

Updated: Spring 2025

NAME OF PERSON RESPONSIBLE: Headteacher

Next Admission Policy (by year) to be reviewed: Spring 2026