

# Admissions Policy 2025-26

## Kelvin Hall School

Policy reviewed and adopted  
by the Board of Trustees

**Autumn Term 1 2023**

Version

**V2**

Date of next review:

**Autumn Term 1 2024**

Responsible Committee:

**Local Governing Body**

Monitoring:

**Trust Board**

Related Policies

Where is this policy  
published?

**School Website**

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## 1 Thrive Charter

### Thrive Mission Statement

*Inspiring pupils to thrive in life*

### Thrive Values<sup>1</sup>

Thrive Co-operative Learning Trust **understands *thriving to mean learning***, and *learning* to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when ***we work together for the common good***. This sense of agency plays out at three scales as it affects the future of ***the individual, their community (local and national), and their planet***.

To thrive, pupils and staff need **environments that are safe, for equality to be promoted and diversity to be celebrated**, and for **wellbeing to be valued, nurtured and supported**.

- Because the service we provide is crucial to each pupil's future life chances, we ensure that **we give all pupils the opportunity to thrive**, whatever their background or perceived abilities.
- Because our task is challenging **we all strive to grow and develop**, and we support each other in this and in developing a good work-life balance.
- Because thriving happens best where adults provide pupils with a consistency of approach, **we need people who will play their part for the greater good of the team**.
- Because we serve our local communities **we act as partners in the process of assisting our children to thrive** and will work cooperatively to see this happen.
- Because leadership is a privilege **we exercise leadership in an ethical manner** and commit ourselves to upholding [The Seven Principles of Public Life](#).
- Because we are facing a climate crisis **we will work towards being an environmentally sustainable organisation** and will develop pupil and staff participation in achieving this.
- Because we are funded with public money we will ensure that **we focus our resources on pupils and enable them to thrive**.

## 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. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

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<sup>1</sup> Thrive's values are directly descended from the [Co-operative Values](#)

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 we place on 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 should ideally be made online through the Local Authority. Application forms can be obtained from the Education Department of the LA and from the school and should be completed by the date stipulated on the forms. The Local Authority notifies parents about the school place as soon as all the applications have been considered.

### 4 School Admission Arrangements 2025-26 - Criteria for Admission

- 4.1 Kelvin Hall School has an agreed admission number of 320 pupils for Years 7 - 11 in 2025-2026. 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. Looked after children. A looked after child is a child in the care of a Local Authority or provided with accommodation by that Authority (section 22 of the Children Act 1989). This includes children who to 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.) Front entrance of home property (residence) to main entrance of 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 Regulations

- 5.1 Regulations published under the School Standards and Framework Act require admission limits and admission arrangements for the 2025/2026 school year to be determined by April 2024 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 a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEND or EHC plan names the school will be admitted;
- 7.2 Likewise, if there are spaces available in the year group that parents are applying for, their child will be offered a place;
- 7.3 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.

## 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 authorities coordinated scheme. All requests will be considered by the governing body taking into account the individual circumstances, relevant professional advice where appropriate including discussion with the head of the preferred school.

## 10 Admission Appeal

- 10.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much (there is Over Subscription).
- 10.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the school or the Local Authority. An independent appeals panel, organised by the school, 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.

## 11 The Standard Number

Kelvin Hall School has an agreed admission number of 320 pupils for Years 7 - 11 in 2025-2026. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.

## 12 Public Sector Equality Duty

12.1 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.

12.2 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.

12.3 This policy was reviewed and updated with reference to this duty. The author/s of this document considered this policy in the light of these requirements to ensure that Kelvin Hall School adheres to these statutory regulations.

## 13 Person Responsible

Updated Autumn 1 2023

NAME OF PERSON RESPONSIBLE: Head of School

Next Admission Policy (by year) to be reviewed Autumn 2024