



# Holbrook Academy

## Admissions Procedures

The Governing Body of Holbrook Academy is the admission authority for the school now that it has Academy status. This means that it is the Governing Body that sets and applies the admissions policy for the school. All Policy decisions regarding the admission of children into the school are made by a sub-committee of the Governing Body.

### **How to Apply (Refer to the 'Admissions to Schools in Suffolk' booklet)**

The application process for admissions into Year 7 is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the governing body to offer places at the Academy. Parents/Carers should apply online at [www.suffolk.gov.uk/onlineadmissions](http://www.suffolk.gov.uk/onlineadmissions) or submit a Suffolk Common Application Form (CAF1), available from their child's primary school or from the LA Admissions Team, no later than the national closing date – advertised by the LA in the local press. Offer letters will be issued by the LA on the National Offer Date (or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team. (For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions team or from the website [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools)).

To apply for a place after the start of term or in any other year group, please contact the Academy direct for an In-Year Application Form (ADM1) or this can be downloaded from the Academy's website – <http://holbrookacademy.org/admissions/>

Parents/Carers wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the Academy office on 01473 328317 to make arrangements.

### **How places are offered (Refer to the 'Admissions to Schools in Suffolk' booklet)**

The Academy has adopted Suffolk County Council's Admissions Policy and over-subscription criteria, which is set out in the Admissions to Schools in Suffolk Booklet. It is also available on [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools).

For admission into Year 7 each September, the LA, on behalf of the Governing Body, will offer places to 120 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 120 applications are received, the oversubscription criteria will be applied to determine priority for places.

### **Waiting Lists Year 7 (Refer to the 'Admissions to Schools in Suffolk' booklet)**

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the waiting list on behalf of the governing body until the end of the first week of the Spring Term in the initial year of intake only. Waiting lists are not held at any other time or for any other year group.

### **In-Year Applications (Refer to 'In-Year Admissions to Schools in Suffolk' booklet)**

Holbrook Academy will consider your application and let you know whether we can offer you a place at the school. If there are more applications than places available, we will use the admissions over-subscription criteria to see who can and cannot be offered a place. We will also let you know how to appeal against the refusal of a place. We do not hold waiting lists for in-year applicants. If a place becomes available in a year group that has been full we will consider all new applications, any that have been refused in the last 15 school days and any applicants for whom an appeal has been lodged and is still to be heard.

Please contact the Academy direct for an In-Year Application Form (ADM1) or this can be downloaded from the Academy's website – <http://holbrookacademy.org/admissions/>

### **Appeals for September entry into Year 7 (Refer to the 'Admissions to Schools in Suffolk' booklet)**

If you are refused a place at our school you have the right to appeal to an independent panel. The appeal process is an opportunity for parents to explain their reasons for seeking a place at the Academy to the panel. The admission authority will provide parents with details of how to appeal. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. Appeals for the Academy are currently arranged by the LA Education Appeals Office. Advice on appeals is also given by the Advisory Centre for Education (ACE). Further information and appeal forms are available from the Education Appeals Office.