




**Hannah Ball Academy
Admissions Policy
2026-2027**

Approval

Signed by Principal on behalf of the Board of Directors	Lorraine Machingauta 
Date of review	December 2025
Date of next review	September 2026

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Section 1: Introduction

At Hannah Ball Academy, we strive to be the school of choice for our community. We ensure everyone has the confidence, skills and ambition to face the next step in their learning and is prepared to embrace the challenges of the modern world by:

- Providing a broad, balanced and inclusive curriculum, rich with memorable experiences.
- Providing opportunities for all our pupils to become independent thinkers, displaying self-confidence, resilience and creativity.
- Providing a safe, enriching learning environment that supports everyone mentally and physically.
- Inspiring every child and adult in our learning community to thrive and achieve their full potential whatever their starting point.
- Ensuring our core values underpin school life

Hannah Ball Academy is committed to complying with the Schools Admissions and Appeals Codes. As an inclusive school with no religious affiliations, we welcome applications from all pupils. This policy outlines the admissions criteria for entry to Hannah Ball Academy for the academic year 2026/2027.

Section 2: Legal Framework

This policy is developed in accordance with all relevant legislation and statutory guidance, including but not limited to the following:

- **Equality Act 2010**
- **Human Rights Act 1998**
- **School Standards and Framework Act 1998**
- **DfE (2021) 'School Admissions Code'**
- **DfE (2023) 'School Admission Appeals Code'**

This policy operates in conjunction with the following school policies:

- **Equal Opportunities Policy: Pupils**
- **Data Protection Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **SEN Information Report**

Section 3: Application process

The admissions criteria for Hannah Ball Academy will be determined by the Academy Council. Buckinghamshire Council will process application in line with the normal process for co-coordinating school offer for children starting school in September 2026. Applications are made via Buckinghamshire Council's website: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/apply-for-a-primary-school-place/> The closing date for applications for children starting school in September 2026 falls during January 2026 and is set by Buckinghamshire Council - please use the link above to confirm the precise date" January 2026 and offers will be made in April 2026.

Pupil Admission Numbers for the next three years

Hannah Ball Academy Admission Numbers			
Year Group	2025/2026	2026/2027	2027/2028
R	30	30	30
1	30	30	30
2	30	30	30
3	30	30	30
4	30	30	30
5	30	30	30
6	30	30	30

Oversubscription Criteria 2026/2027

In the event that there are fewer applicants than available places, all applicants will be accepted.

Where Hannah Ball Academy is oversubscribed, priority for admission will be given to applicants as follows, after the admission of pupils with statements of special educational needs that name the Academy:

- 1. Looked After Children:** A child who is looked after (as defined in the Children Act 1989) or a child who was previously looked after and subsequently became subject to an adoption order, residence order, or special guardianship order.
- 2. Siblings of Current Pupils:** Children who have a sibling living in the same household who currently attends Hannah Ball Academy full-time and will continue to do so on the date of admission. A sibling is defined as a brother, sister, half-brother, half-sister, adopted brother, or adopted sister with one parent in common.

3. **Children of staff** who have been recruited to fill a skill-shortage area.
4. **Children living within the catchment or intending**, by national offer day, to live within the catchment area set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area.
5. **Children with Long-Term Medical or Psychological Conditions:** Children who have a long term medical or psychological condition that necessitates attendance at Hannah Ball Academy. Applications must be accompanied by medical evidence from a GP or hospital consultant.
6. Once the above criteria have been applied, any further places will be awarded according to the journey distance between the family's normal home address and the Academy's nearest entrance gate; closest first, measured in accordance with the straight line distance used to determine proximity of the home to the academy will be measured by Buckinghamshire's Local Authority Geographical Information System as described in the Buckinghamshire LA admissions booklet.

Tie- Break

If in categories 4 and 5 above a tie-break is necessary to determine which child is admitted, the child living closest to the Academy will be given priority for admission. Distance is measured from the child's home to the front gates of the Academy in a straight-line using Buckinghamshire Council's Geographical Information System. Random allocation undertaken by Buckinghamshire Council or another body unconnected with the Academy Trust will be used as a tie-break in categories 4, 5 and 6 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our Published Admission Number (PAN).

Late applications

All applications received by Buckinghamshire Council after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list. Deferred entry for infants Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the Academy year for which the offer was made.

Fair Access Protocol

We participate in Buckinghamshire Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Waiting lists

The Academy will operate a waiting list for each year group where the Academy receives more applications for places than there are places available. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list; this means a child's position on the waiting list is subject to change.

Appeals

If your child's application for a place at the Academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following website address:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-appeals/guide-to-making-a-school-appeal/>

It is important to be aware that each appeal costs the Academy money it would otherwise spend on its current children's education.

In-year admissions

Parents can apply for a place for their child at any time. As is the case in the co-ordinated admissions round, all children whose EHCP name the Academy will be admitted. If there are spaces available in the year group you are applying for, your child will be offered a place, subject to the paragraph below on challenging behaviour being met and subject to the School Admissions Code paragraph 3.8. If there are no spaces available at the time of your application, your 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. Applications for in-year admissions should be made directly to the Academy Office. We may refuse admission for an in-year application for a year group that is not the normal point of entry if we have good reason to believe that the child may display challenging behaviour (see Notes and definitions below). In such cases we will refer the child to the Fair Access Protocol.

Challenging Behaviour

We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.8 and 3.10) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged. This relates to children who have been excluded twice and can be applied for up to 2 years from the date from the last exclusion and also parents seeking a place in a year group that is not the child's normal point of entry and we have good reason to believe that the child may display challenging behaviour (see Notes and definitions below). In these cases, we will refer these pupils to the fair access protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHCP naming the Academy.