




**The Park Federation Academy Trust
Hannah Ball Academy**

Admissions Criteria 2025 - 2026

Approval

Signed by Principal on behalf of the Board of Directors	Lorraine Machingauta 
Date of review	October 2024
Date of review	September 2025

Section 1: Introduction

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 2025/2026.

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: Admissions Policy

The admissions criteria for Hannah Ball Academy will be determined by the Academy Council. The Local Authority-Buckinghamshire Council will administer the offer of places on behalf of the Academy Council.

Pupil Admission Numbers for the next three years

Hannah Ball Academy Admission Numbers			
Year Group	2024/2025	2025/2026	2026/2027
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

Section 4: Oversubscription Criteria

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. **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.
3. **Siblings of Children with Long-Term Conditions:** Children who have an immediate family member suffering from a long-term medical or psychological condition that necessitates their attendance at Hannah Ball Academy. Applications must be supported by medical evidence from a GP or hospital consultant.
4. **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.
5. **Proximity to the School:** Children living nearest to the Academy. Distance will be measured in a straight line from the point determined by Ordnance Survey at the child's home address to Hannah Ball Academy, using a computerised mapping system.

Tie-Breaker: If two addresses are equidistant from the Academy, the allocation of a place will be determined by a random lottery.

Waiting List

If the Academy is fully subscribed, a waiting list will be maintained by the Local Authority in accordance with the oversubscription criteria outlined above.

The admissions team at Hannah Ball Academy will notify the Local Authority of any vacant places in year groups, and the Local Authority will allocate these places according to the established criteria.

Late Applications

Late applications will be considered only after all "on-time" applications have been allocated. If a school place cannot be offered, late applicants will be placed on the waiting list according to the oversubscription criteria.

Late applications will not be placed at the bottom of the waiting list, as this would result in the child being penalised twice. Instead, they will be prioritised in the same order as timely applications if a school place cannot be offered (as per paragraph 2.14 of the Schools Admissions Code).

In-Year Applications

Applications for in-year admissions must be made directly to the Local Authority. The Local Authority will manage these applications in accordance with the established admissions criteria.

Appeals

Parents who are refused a school place have the right to appeal the decision to an Independent Appeal Panel. Information regarding the appeals process will be provided to parents at the time of the refusal.