Prince Albert HIGH SCHOOL

Admissions Policy

2028/2029

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Prince Albert High School

Prince Albert High is a 11-18 co-educational, non-denominational school providing an exciting, highly motivating and challenging education. The school has the highest expectations of its pupils regardless of starting point or any perceived disadvantage. Our aim is to produce well rounded, confident and responsible young people who will make a positive contribution to our society.

Aims

This policy aims to:

- explain how to apply for a place at the school;
- set out the school's arrangements for allocating places to the pupils who apply; and
- explain how to appeal against a decision not to offer your child a place.

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Admission number(s)

The school has an admission number of 180 for entry in Year 7.
The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, places will be offered to all those who have applied.

Application process for entry to Year 7 in September 2027

'Normal round' is relevant to all applications for a place in Year 7 starting at the beginning of the Autumn term in September.

PLEASE NOTE: This policy is not relevant to the process for naming the school on a child's Education, Health and Care Plan (EHCP). There is a separate process for selecting or changing the school named on an EHCP which is outside of the admissions process. Please contact the child's home Local Authority for further details.

Application Process
Normal Round – Secondary (Year 7)

i. Applications for a place at the school are administered through the Birmingham City Council application process. Parents resident in Birmingham can apply online at: www.birmingham.gov.uk/schooladmissions
parents resident in other areas must apply through their home local authority.

ii. The Local Authority's timetable will be used for all normal round applications each year (exact dates within the months may vary from year to year).

iii. The school publishes information about the arrangements for admission, including oversubscription criteria, in February for the following September (e.g. in February 2026 for admissions in September 2027).

iv. Secondary application timetable: The school has an agreed PAN of 180 in Year 7.

1st September-31st October 2026: The application period is open.

31st October 2026: National closing date for Secondary applications. Deadline for the Common Application Form to be completed and submitted to the relevant Local Authority.

November 2026 – February 2027: The school and Local Authority coordinate to process all applications. If more applications are received than places available, they will be ranked according to the oversubscription criteria published in this policy, see below.

PLEASE NOTE: schools are not able to provide any information regarding specific applications during this process.

1st March 2027: Offers made to parents/carers by the Local Authority.

After this date, parent/carers must complete any appeal forms and return them by the deadline published by the Local Authority. Please visit www.birmingham.gov.uk/schooladmissions for more information on how to appeal and the deadline for doing so. If parent/carers wish to appeal for schools or academies in other local authorities, they should contact the relevant authority to establish their appeal arrangements.

May/June 2027 - Appeals that have been submitted on time for secondary schools will be heard.

TBC July 2027 - Year 6 Induction Day - Primary children visit future secondary school.

2nd September 2027 – Start school in Year 7

Oversubscription Criteria
When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children (LAC) and all previously looked after children (PLAC), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).

2. Children of staff who have been recruited to fill a skill-shortage area at Prince Albert High School.

3. Children in Y6 who attend at the time of application one of the following primary schools in the Prince Albert Community Trust (feeder schools):
    - Birchfield Primary School
    - Heathfield Primary School
    - Highfield J&I School
    - Lakey Lane Primary School
    - Prince Albert Primary School
    - Sutton Park Primary School

4. Children (siblings) with an older brother or sister, already at the school, who will still be in attendance at the time the sibling enters the school. **Siblings of sixth formers do NOT qualify for a sibling claim.**

5. Children of UK service personnel (UK armed forces) who have a letter confirming they are going to be moving to the area.

6. Other children arranged in order of priority according to how near their home addresses are to the school, determined by a straight-line, as the crow fly's measurement.

Within each of these categories, priority is given to those who live nearest to the school. For these purposes, distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main gate of the school.

Tie break
In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

If twins or children from multiple births are tied for the final place, they will all be admitted, and the school will operate over PAN.

Late applications

All applications received by the school 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 school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside their normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- the Head of School's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the school, 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.

In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

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 earlier in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of an in-year application in writing within 15 school days.

Parents/carers will be given fourteen school days to respond to an offer of a school place. If a parent/carer fails to respond, a second notification will be issued to explain that failure to respond to the offer within a further seven school days will result in the placement offer being withdrawn.

For more details and an application form, please visit our school website or contact the main school office.

Sixth Form admissions

The school's sixth form offers a range of A-Level and vocational courses. Parents/students that are interested in a place in the sixth form can attend one of the many open evenings. Applications should be received before 1st February. Applications after this date will be considered late.

Minimum entry requirements
The minimum entry requirement for Sixth Form varies according to courses selected, but as a minimum, the requirement is 5 GCSEs at grades 9-5, including English and Maths, with specific requirements for individual subjects. These are available on the school website.

Applicants may present appropriate GCSE equivalent qualifications, which will be considered on the same basis as GCSEs where applicable.

The entry criteria are the same for both internal and external applicants.

Published Admission Number – Year 12
The school will have a PAN of 80 for year 12 for external admissions. Where more applications are received than the Academy has places then places will be provided on the basis of the oversubscription criteria set out below. All internal applicants that meet the entry requirements will be accepted into the sixth form. Where there are fewer internal applicants than expected, more external places may be offered above the PAN.

Sixth Form oversubscription
Places will be offered to those in the following order until all places have been allocated:

- Students that are looked after or previously looked after that meet the entry requirements.
- Other students who meet the entry requirements, ranked by straight line distance from the home address to the postal address of the school.

Applicants that are not successful will be provided with the opportunity to appeal the decision to an independent appeal panel and will be offered the opportunity to be placed on the waiting list.

Appeals

Appeals are administered by the Local Authority for this school. Parents who wish to appeal against the decision to refuse their child admission should visit www.birmingham.gov.uk/schooladmissions to complete an online appeal form. Appeals will be heard by an independent panel.

Review

This policy will be reviewed annually.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes.

Notes

Home address:
The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Children of staff:
The parent/carer of the child must have been recruited to fill a skill-shortage area at Prince Albert High School for their child to qualify as a child of staff. Please note that staff members that have been recruited to fill a skill-shortage area at any of the other schools within the Trust do not qualify as a child of staff for Prince Albert High School.

Sibling:
'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family, who, in any of these cases, will be living at the same address at the date of their application for a place. **Siblings of sixth formers do NOT qualify for a sibling claim.**