

High Hazels Academy

Admission Policy

2025-2026

Date of last review:	November 2024	Review Period:	1 year
Date of next review:	November 2025	Owner:	Marie Elliott - Principal

Policy Signed off on:-	Date: 26 th November 2024	Date: 26 th November 2024
Signed off by: Principal & Chair of Governors	Name: Marie Elliott - Principal Signature: 	Name: Shufqat Khan - Chair of Governor Signature: 

Draft - policy - will be ratified in FGB in November

Principal: Ms. Elliott

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School Admission Arrangements High Hazels Academy for the 2025 / 2026 Academic Year

1. Admission Arrangements

1.1.1 High Hazels Academy operates within the statutory School Admissions Code. The Academy's admission arrangements include oversubscription criteria and other detailed information that explains how the Academy manages this function.

1.1.2 Although High Hazels Academy has a Christian foundation, it is not designated as a 'faith school'.

1.1.3 The Published Admissions Number for entry into Reception for 2025-26 is 90.

1.1.4 The Published Admissions Number for entry into Year 3 for 2025-26 is 90.

2. Special Educational Needs

2.1 Pupils whose Education, Health and Care (EHC) plan names the school will be admitted. The number of available places will be reduced accordingly.

3. Entry into Reception: [High Hazels Academy subscribes to and follows the Sheffield City Council Oversubscription Criteria. A useful guide for parents on the admissions process across the city can be found here.](#)

3.1 In the event of oversubscription the following categories will be prioritised for places at High Hazels Academy:

Priority 1: Children in care (previously in care)

Pupils who are or have previously been in care but ceased to be so because they were adopted, became subject to a child arrangement order or a special Guardianship Order immediately following being in care.

Priority 2 Catchment area with sibling

Children who normally reside in the defined catchment area who also have a sibling at High Hazels Nursery Infants or High Hazels Junior Academy the point of entry will be considered next.

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A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half-brothers/sisters)
- a stepbrother and/or stepsister

Priority 3 catchment area

Children who normally reside in the defined catchment area of a school. Please see Appendix A for details of the Academy's catchment area.

Priority 4 siblings who were refused a place at their catchment school in a previous year, where parents applied there

A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half-brothers/sisters)
- a stepbrother and/or stepsister
- in both cases, will attend the preferred school at point of entry

Priority 5 brothers and sisters (siblings)

A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half-brothers/sisters)
- a stepbrother and/or stepsister
- in both cases, will attend the preferred school at point of entry

Priority 6 other applications

Any child who does not fit into the above categories will be considered next. Places are only allocated up to the published indicated admission number.

Tie breaker

If the admission number is reached mid-category, there are 2 stages of further consideration carried out within the above outlined categories.

1. Where exceptional medical, social or special educational needs are demonstrated and evidenced by a professional.
2. If no exceptional circumstances are present; admissions are prioritised by the straight-line distance from the centre of the home to the centre of the school building (principal's office).

4. Equal Preference

4.1 The School Admissions Code made the practice of offering places on a "First Preference First" basis unlawful. High Hazels Academy operates an Equal Preference system when determining the final school offer. This means that each of the three preferences will be considered as equal preferences and oversubscription criteria applied

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to each preference irrespective of ranking. The ranking of the preferences is relevant only where the applicant is eligible for more than one school. In this case a place will be offered at the highest ranked school for which the child is eligible.

5. How to Apply for a place

To apply for a place in Reception, please complete the Common Application Form of your home local authority, which for most of our pupils will be Sheffield City Council. This can be found [here](#). Please do not apply direct to the Academy.

6. ENTRY INTO YEAR 3 / AT JUNIORS

There is no automatic transfer from Year 2 to Year 3. Applications need to be made via Sheffield Local Authority. You can find further information about that process [here](#).

In the event of oversubscription, the following categories will be prioritised for places for Year 3 at High Hazels Academy:

Priority 1: Children in care (previously in care)

Pupils who are or have previously been in care but ceased to be so because they were adopted, became subject to a child arrangement order or a special Guardianship Order immediately following being in care.

Priority 2 Attendance at a linked feeder school

This category applies to the transfer from year 2 to year 3 at separate infant and junior schools.

The priority is given if the child attends High Hazels Nursery Infants academy at the time of allocation.

Should there be oversubscription within Priority 1 and 2, places will be allocated in accordance with the priorities 3-7.

Priority 3 Catchment area with sibling

Children who normally reside in the defined catchment area who also have a sibling at High Hazels Nursery Infants Academy at the point of entry will be considered next.

A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half-brothers/sisters)
- a stepbrother and/or stepsister

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Priority 4 catchment area

Children who normally reside in the defined catchment area of a school. Appendix A for details of the Academy's catchment area.

Priority 5 siblings who were refused a place at their catchment school in a previous year, where parents applied there

A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half-brothers/sisters)
- a stepbrother and/or stepsister
- in both cases, will attend the preferred school at point of entry

Priority 6 brothers and sisters (siblings)

A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister (including half-brothers/sisters)
- a stepbrother and/or stepsister
- in both cases, will attend the preferred school at point of entry

Priority 7 other applications

Any child who does not fit into the above categories will be considered next. Places are only allocated up to the published indicated admission number.

Tie breaker

If the admission number is reached mid-category, there are 2 stages of further consideration carried out within the above outlined categories.

3. Where exceptional medical, social or special educational needs are demonstrated and evidenced by a professional.
4. If no exceptional circumstances are present; admissions are prioritised by the straight-line distance from the centre of the home to the centre of the school building (Principal's office).

7. How to Apply for a place in Year 3

To apply for a place in Year 3, please apply via Sheffield City Council. This can be found [here](#). Please do not apply direct to the school.

8. In Year Applications

Parents of students wishing to transfer to High Hazels Academy in year (outside of the normal admission rounds) should contact Sheffield Local Authority for an application pack. Further information can be found [here](#).

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9. Taking a student on roll

9.1 Places at the Academy are allocated on behalf of the Academy by Sheffield City Council as part of a joined up and coordinated approach across the city. Allocations for places as part of the normal admissions round for Reception and Year 3 are made on **16th April 2025**.

9.1 The Academy operates strict entry criteria for all successful applicants. A successful applicant must provide valid identification in the form of a passport or birth certificate.

9.2 A successful applicant will be designated a start date and admitted on their first day of attendance at the Academy.

10. Statutory Right of Appeal

10.1 Where unsuccessful in their application for a place at the Academy, parents have a statutory right of appeal against that decision. The appeal takes place before an independent admissions appeal panel and that panel's decision is binding on the parties.

10.2 The Academy follows the Local Authority's appeals procedures for both High Hazels Nursery Infants and High Hazels Junior Academy (link in appendix A).

11. Withdrawal of a Place Offered

The Academy may withdraw an offer of a place in the following circumstances where:

11.1 the offer of a place is made in error,

11.2 the parent has not responded, and after being given a further opportunity to respond (such further opportunity including reference to the fact that a lack of response may result in the place being withdrawn), has not responded to the offer within 14 working days.

11.3 the offer was made based on fraudulent or misleading information.

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12. Waiting Lists

The Academy operates a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Education Health Care Plan or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The governors will review the waiting list regularly and all parents / carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year.

The waiting list for both academies is managed by Sheffield Local Authority. Please contact Sheffield Primary Admissions on 0114 2735790 for waiting list information

Appendix A:

Information regarding the catchment area for High Hazels Academy can be found on the link below or by calling Sheffield Primary Admissions Team on 0114 2735790

[Click here to view - School Catchment Checker](#)

Information regarding appeals can be found on the link below

[Click here to view – Appeals Information for Primary School](#)

[Click here to view – Appeals Information for Secondary School](#)