



# Admissions Policy 2026 – 27

**This Policy has been formally adopted by the Trust Board of  
Ocker Hill Academy on 25 March 2025**

Signed by:

\_\_\_\_\_ Principal Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Trust Board Date: \_\_\_\_\_

**Reviewed September 2024**

To be reviewed in line with Ocker Hill Academy Policy Guidelines

## **Ocker Hill Academy Admissions Policy**

### **1 Introduction**

- 1.1 The Board of Trustees of Ocker Hill Academy applies the regulations on admissions fairly and equally to all those who wish to attend this Academy. The School Standards and Framework Act 1998 introduced a new framework for school/academy admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### **2 Aims and objectives**

- 2.1 We are an inclusive Academy that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the academy/school of their choice. However, this is not always possible, due to the excess demand on the places available.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the Admissions Policy of this Academy.

### **3 How parents can apply for their child to be admitted to Ocker Hill Academy**

- 3.1 We are an Academy which determines the admission arrangements in agreement with Sandwell LA. The Academy is therefore the 'Admissions Authority'. The regulations for entry to Ocker Hill Academy are published each year and can be found on the Academy website.
- 3.2 The Academy publishes an admissions procedure each year, which gives information about how parents can apply for a place at Ocker Hill Academy. Parents have a right to express a preference for the school/academy of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this Academy. Application forms can be found on line from the Sandwell Metropolitan Borough Council School Admissions Team and should be completed by the date stipulated. The Sandwell MBC Admissions Team notifies parents about the Academy place as soon as all the applications have been considered. This is for all Year 3 children at the start of the academic year. For in-year applications, admissions forms can be

obtained from the Academy website and Sandwell Metropolitan Borough Council School Admissions Team.

- 3.3 Children enter Ocker Hill Academy in the academic year they become seven. There is one admissions date per year, early in September (i.e. at the start of the academic year). Therefore, parents who would like their child to be admitted to this academy during the year their child is seven should ensure that they complete the necessary online application form by the given date in January each year.
- 3.4 Admissions are managed through the Sandwell Metropolitan Borough Council Admissions Team.

**For more information about the admissions processes, including key dates, please visit [www.sandwell.gov.uk](http://www.sandwell.gov.uk).**

- 3.5 Admissions criteria

Ocker Hill Academy is a non-selective Academy for local children with a year group PAN of 64.

If the academy is oversubscribed, priority will be given to students with an Education and Health Care Plan (EHCP) (previously known as a Statement of Special Educational Needs), where the Academy is named. The remaining places will then be offered in the following order of priority:

- Children who are looked after in public care;
- Children who have particular medical needs;
- Children who have a sibling who already attends the Academy or the feeder infant school (Ocker Hill Infant School) and who will continue to do so on the date of admission.
- Children being on roll at the linked infant school (Ocker Hill Infant School) at the time of admission.
- Children who live closest to the academy, measured using Sandwell Admissions Team software from the main entrance of the Academy to the main entrance to the child's home.

Sandwell Metropolitan Borough Council School Admissions Team will keep a waiting list which is used to fill casual vacancies occurring if pupils leave during the year or withdraw from a place that has been offered. Sandwell Admissions Team use an In-Year-Fair-Access Protocol to ensure the allocation of pupil places is distributed evenly amongst local schools and academies for in-year applications (for example, when moving into an area following a house move).

## 4 Admission appeals

- 4.1 If we do not offer a child a place at this Academy, it is because to do so would prejudice the education of other children by allowing the numbers of children in the Academy to increase too much. Parents/carers who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the School Standards and Framework

Act, 1998. Further information is available from the Academy or Sandwell Admissions Team.

- 4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Sandwell Admissions Team. An Independent Appeals Panel then meets to consider all appeals by parents who have been refused a place at our Academy and who wish to appeal against this decision. An Appeal Panel's decision is binding for all parties concerned. If the Appeals Panel decides that we should admit a child to our Academy, then we will accept this and continue to do all we can to provide the best education for all the children at our Academy. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in February 2012.)

## **5 The standard number**

- 5.1** The standard number is the number of children the Academy can accommodate. The standard number for our academy is 256. We keep this number under review and the governors will apply to change the number if circumstances allow.
- 5.2** Included in the 256 places that the Academy offers for mainstream education, Ocker Hill Academy has a 10 place Focus Provision Unit (Academy Specialist Development Centre) for children aged between 7 and 11 who are diagnosed with Autism. Admissions to the Focus Provision are also dealt with via Sandwell MBC Admissions Team and will follow the same protocol.

## **6 Review**

- 6.1** This policy will be reviewed in line with Ocker Hill Academy Policy Guidelines along with the Admissions Authority in the light of any changed circumstances in Ocker Hill Academy or the local area.