



## Admissions Policy



Light Hall School  
*The best from everyone, all of the time.*

# Light Hall Admissions Policy 26-27

Policy Reference: LHSF/SFBP/01

### Policy Ownership:

Committee Board	FTB
School Department	School / Sixth Form
Post Holder	Admissions / Head of Sixth Form

Disclosable Under Freedom of Information Act 2000	Yes
Published on the Website	Yes



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### Admission arrangements 2026-2027

Applications for school admission will be managed by Solihull Council in accordance with the Local Authority's coordinated scheme for admission.

The school's admission number for year 7 is 190. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

### Oversubscription criteria

- Priority 1** Looked after children and all previously looked after children, 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.
- Priority 2** Children whose exceptional circumstances can only be met at this school
- Priority 3** Children who normally live in the school's catchment area
- Priority 4** Children who have an older brother or sister at the school at the same time
- Priority 5** Children of staff at the school (see note 4)
- Priority 6** Children who attend one of our main contributory schools (see note 5)
- Priority 7** Children living closest to the school, measured in a straight line from the child's home

Notes:

1. Children with an Education, Health and Care Plan (EHCP) that names Light Hall School will be offered a place first. This will reduce the number of places available.
2. Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Council's Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Member, who will grant **Priority 2** to applications with exceptional social or medical reasons.
3. The catchment area can be seen on the Council's website: [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps).
4. Under **Priority 5** a member "of staff" can be either:
  - a) a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
  - b) a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Our primary feeder schools are:-
  - Haslucks Green Junior School
  - Mill Lodge Primary School



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- Peterbrook Primary School
  - Shirley Heath Junior School
6. If a priority group has more applicants than places available, priority will first be given to those with a brother or sister attending followed by those living nearest the school (measured in a straight line from home to school).
  7. The home address is the place where the child is a permanent resident with his or her parents. If care is shared between two parents, you will need to provide a copy of the court order defining the arrangement to the council. In the absence of a court order, the council will use the address of the parent who is in receipt of the child benefit. You will need to send a copy of your child benefit award for the last two years. If the child moves into the home of a friend or relative during the process, or the change of address appears to be a deliberate device to improve the child's priority, the address will not be used.
  8. The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents provide the school or Solihull Council with any information relating to changes in circumstances, such as a change of address, as soon as they occur. Offers based on fraudulent, incorrect or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the school, in line with the Admissions Code.
  9. A brother or sister must live at the same address and could be:
    - A brother or sister sharing the same parents;
    - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
    - the separate children of a couple who live together; or
    - an adopted or fostered brother or sister.
  10. In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
  11. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property. The grid reference for the school will be the main pedestrian gate.
  12. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by Solihull Council. Parents must email the council every half term to keep their child's name on the list. As each child is added to the waiting list, lists are ranked again in priority order.
  13. Applications received after the closing date are late and will not be processed until after the applications that were received on time. If the school is undersubscribed any application received after the closing date must be admitted.



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- 14.** If possible, places will be offered at the same school to twins, triplets and children from other multiples births. If only one place can be offered the parent will choose which child should have the place.
- 15.** Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group, a place will be offered. If the year group is full, the application will be given a priority and put on the waiting list.
- 16.** The Trust Board recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
- 17.** Parents who wish to appeal against the decision of the Trustees to refuse their child a place in the school can request an appeal form from Solihull Council. Appeals will be heard by an independent panel
- 18.** Taught out of year requests will be considered by the Headteacher.



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### Sixth Form

#### Age of Students

Once having completed their GCSE studies in Year 11, students enter the Sixth Form in Year 12 in the September following their sixteenth birthday and leave at the end of Year 13 on completion of their programme of study. As such, all applicants will not normally have reached the age of 17 before 1st September.

Applicants who are younger or older than the usual age for starting Sixth Form study and applications for those whose home is not in the UK or who have non-UK qualifications, and for whom funding is still available for the duration of their course, will be considered on an individual basis.

#### Number of Students

The capacity admission number of Light Hall's Sixth Form is 200, (or 100 students in year 12 and 100 in year 13). We welcome applications from both Light Hall (internal) students and external applicants. We will reserve at least 10 places for external, subject to them meeting our entry requirements. If there are fewer internal students than advertised, additional external applications will be accepted up to our overall capacity.

#### Date of Application

Applications will be accepted up to the end of January of the year of admission. Applications are to be made via the Light Hall website, through the online application form.

#### Admission Requirement

The admission requirement for Year 11 Light Hall students and external students will be the same.

Applicants will receive conditional offers following interview, only if their applications are supported by a reference from the applicant's current school which confirms their suitability for their chosen programme of study (predicted grades and any examination results already achieved indicate that the student will meet the published entry criteria).

These entry criteria are as follows:

All students are required to have the following minimum grades in addition to the subject specific grades listed below:

- Five GCSE grade 5s, including GCSE English and Maths

A Level Subject	Entry Requirement at GCSE
Art & Design	Grade 6 in GCSE Art, Photography or other subject related course (e.g Design & Technology), (where studied)
Biology	Grade 6 in GCSE Biology (Triple) or Combined Science
Business Studies	Grade 6 in GCSE Business (where studied) Grade 6 in GCSE Maths
Chemistry	Grade 6 in GCSE Chemistry (Triple) or Combined Science



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Computer Science	Grade 6 in GCSE Computing (where studied) Grade 6 in GCSE Maths
English Language	Grade 6 in GCSE English Language Grade 6 in GCSE English Literature
English Literature	Grade 6 in GCSE English Language Grade 6 in GCSE English Literature
French	Grade 6 in GCSE French
Further Mathematics	Must be studying A-Level Mathematics Grade 8 in GCSE Mathematics
Geography	Grade 6 in Geography (where studied)
History	Grade 6 in GCSE History (where studied) Grade 6 in GCSE English (Language/Literature)
Mathematics	Grade 6 in GCSE Maths
Physics	Grade 6 in GCSE Physics (Triple) or Combined Science Grade 6 in GCSE Maths
Psychology	Grade 6 in GCSE English (Language/Literature) Grade 6 in GCSE Maths
Philosophy and Ethics	Grade 6 in GCSE Religious Education or equivalent (where studied) Grade 6 in GCSE English (Language/Literature)
Sociology	Grade 6 in GCSE English (Language/Literature) Grade 5 in a GCSE humanities subject (Geography/History/RE)
Spanish	Grade 6 in GCSE Spanish
Technology (Design)	Grade 6 in GCSE Design Technology or other subject related course (e.g. Art or Photography) (where studied)
Chinese (Cantonese/Mandarin)	Grade 6 in GCSE Chinese (where studied)
Politics	Grade 6 in GCSE English (Language/Literature) Grade 6 in GCSE History (where studied)

### Offers of places to join the Sixth Form

Light Hall School (internal) Year 11 students who apply by the published deadline will be offered a conditional place in the Sixth Form. All conditional offers will require them to meet the entrance requirements including evidence of the student's commitment to advanced study and the Light Hall core values. This will be ascertained from school reports and attendance certificates.

External applicants who apply by the published deadline will be offered a conditional offer of a place in the Sixth Form, subject to them meeting the entrance requirements.

It should be noted that any offer is an offer of a place and not a specific course of study. Light Hall Sixth Form reserves the right to withdraw courses that are undersubscribed and similarly to limit numbers of students on courses that are oversubscribed.

All external students will be asked to attend an interview to discuss their application options and courses. External students will also need to provide a suitable reference from their current school / college.

### Late Applicants

Applications received after the published deadline will be dated and considered in date order, if places are still available. This will be done once all on-time applicants have enrolled (usually on GCSE results day or the following day), unless there are exceptional



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circumstances.

### **Course changes**

Any changes to a student's Programme of Study (choice of A-Level courses) following the receipt of their GCSE results should be requested and made at enrolment, where this is possible and there are spaces available. Any changes after this date may be possible, but agreement must be sought from the Head of Sixth Form and must be made before the final deadline of the last Friday in September of the year of admissions.

### **Acceptance of places**

Acceptance of places by applicants takes place on GCSE results day. Arrangements will be published on the Sixth Form area of the Light Hall website and details sent via email to all confirmed applicants.

External students must attend in person to accept their place, bringing evidence of their GCSE results. Where external students have not accepted their place by the end of the enrolment day, that place will assumed to have been declined. Opening times will be published on the Sixth Form area of the Light Hall website and details sent via email to all confirmed applicants.

### **Oversubscription criteria for the Sixth Form**

Where applications exceed the number of places available for external students (i.e. the admission number), and after students with an Education, Health and Care Plan (EHCP) where Light Hall School and Sixth Form is named in the plan are admitted, the following oversubscription criteria will be applied in the order of priority set out below.

- Students looked after by a Local Authority (in line with section 22 of the Children Act) and previously looked after children (i.e. those who were previously looked after but who immediately following that were adopted or became subject to child arrangements order or special guardianship order), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
- Students closest to Light Hall School and Sixth Form, measured in a straight line from the child's home

When calculating distance, this will be measured from the centre of the Hathaway Road entrance gates and the main entrance (where it meets the public highway) of the permanent home address of the child on the day of enrolment. If parents/carers are separated and the child spends time at each parent/carer's address, the address of the main parent/carer (where the child lives for the majority of the school week) will be used. If time is split equally during the school week, then Light Hall will use the address closest to the School. Parents/carers may be asked to provide documentary evidence to verify the child's address, such as being registered with his / her doctor.

### **Tie breaker**

Where, after the application of the oversubscription criteria, two or more applicants are tied, places will be allocated using a random computer selection system.

### **Waiting list**

A waiting list will be maintained until 31<sup>st</sup> October of the year of admission for those applicants who have not been offered a place. Students will be ranked in accordance with



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the oversubscription criteria regardless of the date on which the application was received. If a place becomes available, these will be offered in accordance with the waiting list.

### **Appeals**

Where a place has been refused, parents and students have the right to appeal to the Headteacher in writing within the first 15 days of the start of the term. The Headteacher's decision is final.

### **Exceptional circumstances**

Students who do not meet the academic admission requirements will not be admitted into the Sixth Form unless there are sufficient places available and exceptional circumstances apply. Light Hall reserves the right to apply exceptional circumstance protocols at its own discretion.

### **Exceptional circumstances protocol**

These details will be used by the Light Hall Admissions committee (consisting of the Headteacher, Head of the Sixth Form, and a member of the Board of Trustees) to ensure the exceptional circumstances are applied fairly and consistently. Where spaces are available, the committee will consider offering places in the Sixth Form for students who do not meet the published academic admissions requirements but do meet one (or more) of the following criteria:

1. The student has a medical condition which has impacted on examination performance.
2. The student has known and extensive safeguarding concerns where re-location at Post-16 would be considered to be severely detrimental.

*NB: For criteria the Light Hall Admissions committee will take into account whether special consideration was granted at GCSE (this is a post examination adjustment that compensates candidates who were suffering a temporary illness or condition or who were otherwise disadvantaged at the time of the examination). Medical evidence is normally required.*

### **Complaints**

If you are unhappy with any aspect of our admissions arrangements or the appeal process, you can submit a complaint to the ESFA. Further details can be found on the ESFA's website or you can write to them at the following address:

EFSA Complaints,  
Cheylesmore House  
Quinton Road  
Coventry  
CV1 2WT