

## [Admissions Arrangements](#)

We operate an "open door" policy and prospective parents are welcome to visit the school. Please contact the school office to make an appointment prior to your visit.

The school follows the [Local Authority \(LA\) Admissions Policy](#). Children whose fifth birthday falls between 1st September and the 31st August will normally be admitted to full-time schooling in a reception class in September. Children whose fifth birthday falls between 1st March and the end of August can if they choose be admitted to full-time schooling in a reception class later in January.

The LA is the admissions authority. All admissions to school at age five are administered by the Primary Admissions Team at Howden House.

If your application for a place at HBH Academy is unsuccessful, parents have a right of appeal and should contact the [Primary Admissions Team](#). The Admissions Working Party, an impartial tribunal, hears appeals; their decision is final.

More information and an online application form is available on the [Sheffield Council admissions website](#).

### **Primary Admissions Team contact details:**

Pupil Admissions,

3rd Floor,

Howden House,

Union Street,

Sheffield S1 2SH

Telephone: 0114 273 5766

Email:[ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)