



# **Admissions Policy 2018-19**

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<b>Nominated Lead Member of Staff:</b>	<b>Janet Ratcliffe</b>
<b>Date of Policy:</b>	<b>October 2018</b>
<b>Status &amp; Review Cycle:</b>	<b>Statutory (Annual Review)</b>
<b>Next Review Date:</b>	<b>September 2019</b>

## **1. Introduction**

1.1 The Governing Body of MEA is committed to comprehensive education and works in close partnership with Manchester Local Authority's (LA) Coordinated Admission Scheme.

1.2 Where there are more applicants than places available the LA will apply the admission rules in order to decide which applicants will be offered places.

1.3 Copies of admission arrangements for all schools/academies in Manchester can be found on the academy website and the LA's website. They are also available on request from the relevant academy and the LA.

1.4 These admission arrangements apply to applicants seeking a place in Year 7 up to Year 11 at MEA.

## **2. Application Procedures**

2.1 Information about the school will be provided in the first instance by:

2.1.1 The LA to all parents/carers

2.1.2 The school through its website – [www.meacad.org.uk](http://www.meacad.org.uk)

2.1.3 The school through its prospectus on request

2.1.4 The school through policies on request

2.1.5 The school through Open Evenings, Transition Days and other events

2.2 All parent/carers are required to apply to their home LA regardless of where the school/academy they are applying for is situated. Manchester residents will apply to Manchester City Council. The LA will liaise with other Admission Authorities in Manchester and other LAs where required. Manchester City Council will inform parent/carers in writing of the outcome of their application.

2.3 Application forms can be downloaded or completed on-line at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions)

Any queries relating to the form should be raised with the Integrated Admissions Team on 0161 245 7166 or via e-mail [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

Completed downloaded forms should be returned to:

School Admissions

PO Box 532

Town Hall Extension

Manchester

M60 2LA

2.4 The closing date for applications will be 31st October 2018. Any admission forms received after the closing date will be processed as late applications.

2.5 All applications will then be processed by the Admission Authority, applying the oversubscription criteria below if necessary. All parents who applied on time will be notified of the outcome of the application process by 01 March 2019. If you applied late, you may not be notified until after this date.

2.6 *Withdrawing an offer or a place* – An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not respond within the specified period. Where an offer is withdrawn because of misleading information, the application must be considered afresh on the changed facts, and a right of appeal offered if an offer is refused.

2.7 A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

2.8 Appeals: Applicants wishing to lodge an appeal regarding the outcome of the admission process must do so to the Independent Education Appeals Panel. Further information along with the on-line form to submit an appeal can be found on-line at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions) under the 'Appeal against a school place decision' section of the website.

### **3. Published Admission Number (PAN)**

3.1 A Published Admission Number (PAN) is the maximum number of places a school/academy has in each year group in the year of entry.

3.2 Places will normally only be offered up to the PAN. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the PAN has been reached.

3.3 Outside of the year of entry it is expected that the PAN will continue to be applied. However, if circumstances at the school/academy have changed since the year of entry, a place may be refused even if the PAN has not been reached.

3.4 The Published Admissions Number (PAN) for entry into MEA in the 2018/19 academic year is:

Year 7 & Year 8 – 240

Year 9 – 210

Year 10 & Year 11 – 150

### **4. Oversubscription Criteria**

4.1 The oversubscription criteria will be applied to all applicants where there are more applicants than places available. All applicants will be placed in a priority order determined by the

oversubscription criteria. Places will be offered to the applicants with the highest priority until all places at the school have been offered. There are different oversubscription criteria for entry into:

- Year 7 in September (Secondary Admissions Round),
- Year 7 up to Year 11 during the academic year (In Year Admissions).

#### 4.2 Secondary Admissions Round – Oversubscription Criteria:

4.2.1 Category 1 - Children who are looked after by a council, or have been in the past

4.2.2 Category 2 - Children with exceptional medical or social needs

4.2.3 Category 3 - Children with a sibling, that lives with them, who will be at the same school when they start

4.2.4 Category 4 – All other children

4.3. Within each category, applicants will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

4.4 For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child mostly wakes up on school days. If responsibility for the child is shared equally, it must be the address of the parent or guardian who claims Child Benefit.

4.5 Where a category is oversubscribed, random allocation will be used as a tie-break to decide who has highest priority for admission, if the distance between two children's homes and the school is the same. This process will be independently verified.

4.6 Notes:

4.6.1 Category 2 – Exceptional medical or social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Altius Trust.
- If a parent has chosen a particular school because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. The LA will then decide if it is an exceptional need.
- If supporting evidence is not supplied with a category 2 application, the application will be refused.

4.6.2 Category 3 – Sibling

- A sibling is defined as a brother or sister, that lives with them, who will be at the same school when they start. This includes adopted siblings, step-siblings and other foster children.

- Sibling criteria, as specified above will be applied with the exception of siblings who are attending the 6th form of a secondary school or academy.

#### 4.7 In Year Admissions – Oversubscription Criteria:

4.7.1 Category 1 - Children who are looked after by a council, or have been in the past

4.7.2 Category 2 - Children with exceptional medical or social needs

4.7.3 Category 3 - Children with a sibling, that lives with them, who will be at the same school when they start

4.7.4 Category 4 - Children who have moved into Manchester and don't have a school place

4.7.5 Category 5 - All other children

4.8 Within each category, applicants will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

4.9 For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child mostly wakes up on school days. If responsibility for the child is shared equally, it must be the address of the parent or guardian who claims Child Benefit.

4.10 Where a category is oversubscribed, random allocation will be used as a tiebreak to decide who has highest priority for admission, if the distance between two children's homes and the school is the same. This process will be independently verified.

4.11 Notes:

4.11.1 Category 2 - Exceptional medical or social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Altius Trust
- If a parent has chosen a particular school because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. The LA will then decide if it is an exceptional need.
- If supporting evidence is not supplied with a category 2 application, the application will be refused.

4.11.2 Category 3 – Sibling

- A sibling is defined as a brother or sister attending the applied for school when the applicant will take up the place and living at the same address. This includes adopted siblings, step-siblings and other foster children.

- Sibling criteria, as specified above may be applied whether the sibling is older or younger than the applicant with the exception of siblings who are attending the 6th form of a secondary school or academy.

#### 4.11.3 Category 4 – Children who have moved into Manchester and don't have a school place

This category includes:

- Children who have moved to Manchester from another area and it's unreasonable for them to carry on going to their old school; and
- Children who have moved here from abroad.

An offer will be made for an applicants most preferred school where that school has a place. If there are no places at any of the schools an applicant has applied for then an offer will be made for the nearest school to their home with places.

## 5. Waiting Lists

5.1 Waiting lists will be held in criteria order according to the oversubscription criteria. Waiting lists will not be operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it.

5.2 For the Secondary Admissions Round a waiting list will be held up to the end of the autumn term. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

5.3 For In-Year applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from all waiting lists. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

## 6. Secondary Admission Round Late Applications

6.1 The closing date for applications will be 31st October 2018. Any admission forms received after the closing date will be processed as late applications. This means an offer of a school/academy place will be made after all on time applicants have been processed. Late applications for Manchester school/academies may result in parents/carers not being offered a place at their preferred school/academy.

6.2 The Admissions Authority will only process applications received after the deadline date as on time applications if they are received by 11 January 2019, there is a good reason for late submission and evidence is included to support this. Such applications are valid late applications. A valid late application will include situations such as a recent move to the area or exceptional medical reasons.

6.3 Late applications may not be sent an offer letter until after 01 March 2019.

6.4 Applications received after the 01 March 2019 will be notified of the outcome of their application as soon as possible.