



Admissions Policy

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Admission Policy

Mission Statement:

Governors and Staff with the support of Parents and Carers, will aim to secure for each child:

- An educational experience of the highest quality
- A strong foundation of skills and sound preparation for life
- A challenging, creative, stimulating, safe and caring environment
- Appropriate resources to support learning and achievement
- A committed team of adults working in his/her best interests
- An establishment and system responsive to his/her needs

Introduction:

As the Admissions Authority for the community and voluntary controlled schools in Manchester, the Local Authority (LA) is required to draft, consult on and determine their admission arrangements. Where there are more applicants than places available the LA will apply the admission arrangements in order to decide which applicants will be offered places.

Admission arrangements for voluntary aided schools, foundation schools, free schools and academies are set by their Governing Body, who are the Admission Authority for their establishment. They are responsible for drafting, consulting on and determining their admission arrangements. Copies of admissions arrangements for these types of schools/academies in Manchester can be found on the school/academy website and the LA's website. They are also available on request from the relevant school/academy and the LA.

Application procedures:

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

Application forms are available from www.manchester.gov.uk/admissions and can be requested by phone on 0161 245 7166. Alternatively you can request a form from the school office.

They should be returned to:
Integrated Admissions Service
Manchester City Council,
P.O. Box 532,
Town Hall,
Manchester,
M60 2LA
Or

school.admissions@manchester.gov.uk



These admission arrangements apply to applicants seeking a place in Reception up to year 11. Applications for admission to the sixth form or a nursery of a Manchester school/academy will be dealt with by the school/academy, not by the LA. Applicants should apply direct to the school for a sixth form or nursery place.

The LA is obliged to include in these arrangements the following provisions that apply to parent/carers making applications for a place in Reception only:

- a) The arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- b) Parent/carers of children who are admitted for nursery provision must apply for a place at the school/academy if they want their child to transfer to the reception class;
- c) Attendance at the nursery or co-located children's centre does not guarantee admission to the school/academy;
- d) Parent/carers can request that the date their child is admitted to the school/academy is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday;
- e) Parents can request that their child attends part-time until the child reaches compulsory school age.

Published Admission Numbers (PAN) :

A Published Admission Number (PAN) is the number of places a school/academy has in the year of entry. Places will normally only be offered up to the published admission number. 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 published admission number has been reached.

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 admission number has not been reached.

Oversubscription Criteria :

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:

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



Primary Admissions Round – Oversubscription Criteria :

Category 1 - children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children

who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);

Category 2 - children with exceptional medical/social needs;

Category 3 - children with a sibling at the school;

Category 4 – all other children

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.

For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. Should the Local Authority be unable to reach a decision based on the information received, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

Notes:

Category 2 –

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children's Services.
- 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 send a category 2 application form allowing the parent to state in full the exceptional social/medical reasons why the child should attend this school.
- If supporting evidence is not supplied with a category 2 application the application will be refused.

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, stepsiblings and foster children;
- Siblings who are in a nursery class of the primary school will not give the applicant a sibling priority.



Secondary Admissions Round – Oversubscription Criteria

Category 1 - children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);

Category 2 - children with exceptional medical/social needs;

Category 3 - children with a sibling at the school;

Category 4 - children who attend a Manchester LA maintained primary school or academy

Category 5 – all other children

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.

For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. Should the Local Authority be unable to reach a decision based on the information received, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

Notes:

Category 2 – Exceptional medical/social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children's Services.
- 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 parent needs to state in full the exceptional social/medical reasons why the child should attend this school.
- If supporting evidence is not supplied with a category 2 application the application will be refused.

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, stepsiblings and 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.



In Year Admissions – Oversubscription Criteria

Category 1 - children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);

Category 2 - children with exceptional medical/social needs;

Category 3 - children with a sibling at the school

Category 4 – children who have moved into Manchester and are without an offer of a school place;

Category 5 – all other children

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.

For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. Should the Local Authority be unable to reach a decision based on the information received, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

Notes:

Category 2 - Exceptional medical/social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children's Services.
- 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 send a category 2 application form allowing the parent to state in full the exceptional social/medical reasons why the child should attend this school.
- If supporting evidence is not supplied with a category 2 application the application will be refused.

Category 3 - Sibling

- A sibling is defined as an older 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, stepsiblings and 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 in a nursery class of a primary school or attending the 6th form of a secondary school or academy.



Category 4 – New to Manchester

- A child is considered new to Manchester when they:
 - a) Move into the city from abroad and make an application within the same academic year;
 - b) Move into the city from another LA and make an application within the same academic year and it is unreasonable to expect them to attend their previous school.
- A child who is new to Manchester will be prioritised for their preferred schools. These applicants have not had the opportunity to apply during the normal admission round when they may have had a reasonable chance of being offered a preferred school.
- All preferences will be considered equally and if more than one preference can be offered the highest ranked preference will be offered. If no preference can be offered an alternative offer of the closest Manchester school or academy with vacancies will be made. Once a preference or a reasonable alternative offer is made, the applicant will no longer be considered in this category.
- A reasonable offer is defined as:
 - a) A primary school or academy within 2 miles of the home address;
 - b) A secondary school or academy within 3 miles of the home address.

All measurements are straight line measurements as described above.

Waiting Lists

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.

For the Primary and 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.

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. The only exception to this will be if the applicant has not been offered a place. In this circumstance the applicant will be kept on the waiting list for the next term. Details of the waiting list process will be on the application forms and on the offer letters sent to applicants.

Late Applications

Waiting lists will be held in criteria order using the oversubscription criteria in the school/academy’s admission arrangements. Waiting lists are not 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.

The following excerpt from the Admissions Scheme describes how late applications will be dealt with.



8.0 Primary Admission Round - Late Applications

8.1 The closing date for applications will be 31st January 2025. Any School Application 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.

8.2 The LA will only process applications received after the deadline date as on time applications if there is a good reason for late submission. Such applications are valid late applications. A valid late application will include situations where children move into Manchester after the closing date, before offers of places are made. Late applications with reasons for late submission will only be considered up to the 4 February. This is the date when application information is exchanged with other LA's.

8.3 Where possible late applicants will be sent an offer letter mid April.

8.4 Applications received after the mid April will be notified of the outcome of their application as soon as possible.

8.5 SAFs for OAA schools and academies, received after the closing date will be passed to the school/academy with a note that it has been received late. It will be for that Admission Authority to decide how it wishes to process the application

14.0 Secondary Admission Round - Late Applications

14.1 The closing date for applications will be 31st October 2024. Any SAFs 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.

14.2 The LA will only process applications received after the deadline date as on time applications if there is a good reason for late submission. Such applications are valid late applications. A valid late application will include situations where children move into Manchester after the closing date, before offers of places are made. Late applications with reasons for late submission will only be considered up to the 13 November.

14.3 Where possible late applicants will be sent an offer letter on 1 March.

14.4 Applications received after the 1 March will be notified of the outcome of their application as soon as possible.

14.5 SAFs for OAA schools and academies, received after the closing date will be passed to the school/academy with a note that it has been received late. It will be for that Admission Authority to decide how it wishes to process the application.