



# TRUST ADMISSION POLICY 2018/19

Version 3.3

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## Approval History

Approved By:	Date of Approval	Version Approved	Comments
Policy Committee		V1.0	
Policy Committee	5.12.16	V3.1	

## Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
27.03.15	20.03.15		Insertion of Sixth Form information page 8 for WRHS	Yes	PKA
02.04.15			Insert numbers on contents page	Yes	PKA
14.03.16	09.10.15		Amalgamation of determined admission arrangements and admissions policy.	Yes	PKA/WBE
29.09.16	14.03.16		Inclusion of the East Manchester Academy and new Appendix 1 regarding School Appeals.	Yes	PKA/SME
06.12.16	29.09.16		Revisions made following the Policy Cttee held on 5.12.16		PKA/SME
03.11.17	06.12.16	V3.2	Formatting updated		CTE
04.12.17	06.12.17	V3.3	Minor amendments		CTE

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## 1.0 PURPOSE OF THE POLICY

The Education and Leadership Trust is the Admission Authority and is therefore required to draft, consult on and determine their admission arrangements.

Where there are more applicants than places available, the academy will apply the admission arrangements in order to decide which applicants will be offered places.

These admission arrangements apply to applicants seeking a place in Year 7 and in Year. Applications for admission to the sixth form will be dealt with by the academy, not by the LA. Applicants should apply direct to the academy for a sixth form place.

## 2.0 PRINCIPLES OF THE POLICY

- We will welcome students of every race, colour, creed and level of ability
- We will ensure that each student is provided with equality of opportunity
- We will provide schools, students, parents/carers with full information about the school
- We will provide students, parents/carers with the opportunity to look around the school and talk to staff
- We will ensure a smooth and efficient transition for students, to the school
- Students with additional needs will have individualised arrangements made for their transition

## 3.0 APPLICATION PROCEDURES

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

Applications should be made online at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions) alternatively, paper forms are available and can be requested by phone on 0161 245 7166. They should be returned to:

The Admissions Service  
Manchester City Council  
P.O. Box 532  
Town Hall  
Manchester  
M60 2LA

Or [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

## 4.0 WHALLEY RANGE 11-18 HIGH SCHOOL

### 4.1 Admission Numbers (PAN)

A Published Admission Number (PAN) is the number of places a school/academy has in each 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. The Whalley Range PAN is 270.

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

## 5.0 ADMISSION PROCEDURE FOR YEAR 7 STUDENTS FOR SEPTEMBER INTAKE

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

- The LA to all parents/carers
- The school through its website - [www.wrhs1118.co.uk](http://www.wrhs1118.co.uk)
- The school through brochures on request
- The school through policies on request
- The school through Open Evenings, Transition Days and other events

Parents/carers must apply to their home Local Authority (LA) on or before the LA's closing date. Details of the closing date will be provided in the LA's brochure and on their website – [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).

After September 1<sup>st</sup> any parents/carers wanting a place at the school must contact the LA directly.

### 5.1 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 academy have been offered.

- Year 7 in September (Secondary Admissions Round),

### 5.2 Secondary Admissions Round – Oversubscription Criteria

All children whose statement of special educational needs or Education, Health and Care Plan names the school must be admitted.

**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 academy;

**Category 4** – All other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. 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 academy as defined by Local Land and Property Gazetteer (LLPG), and using the LAs computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

For parents/carers 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 LA to determine which address will be used for the purpose of admission. Should the LA 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 LA officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent/carer has chosen Whalley Range 11-18 High School because the child has exceptional social or medical circumstances or the parent/carer is disabled, this should be indicated with the reasons for choosing the academy. Parents/carers 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/carer to state in full the exceptional social/medical reasons why the child should attend this academy.
- 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 sister attending Whalley Range 11-18 High 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 6<sup>th</sup> form of Whalley Range 11-18 High School.

**5.3 Late Applications**

Waiting lists will be held in criteria order using the academy's oversubscription criteria. 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 taken from the LA's Admissions Scheme 2018/19 describes how late applications will be dealt with.

## 5.4 Secondary Admission Round - Late Applications

- 5.4.1** The closing date for applications will be 31 October 2017. 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.
- 5.4.2** 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 10<sup>th</sup> November 2017. This is the date when application information is exchanged with other LA's.
- 5.4.3** Where possible late applicants will be sent an offer letter on 1 March 2018.
- 5.4.4** Applications received after the 1 March 2018 will be notified of the outcome of their application as soon as possible.
- 5.4.5** 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.

## 5.5 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 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 academy should they wish to stay on the waiting list.

## 6.0 IN YEAR ADMISSION ARRANGEMENTS FOR ADMITTING STUDENTS IN YEARS 7 - 11 INCLUDING READMISSION FOR ANY STUDENTS WHO HAVE LEFT WHALLEY RANGE 11-18 HIGH SCHOOL DURING THE COURSE OF THE YEAR.

- All applications submitted for years other than the normal year of entry should be made directly to the LA.
- Applications will be considered by the school and if the year group applied for has a place available, will admit the child.
- Parents/carers whose application is unsuccessful have the right to appeal to an independent appeal panel.
- The LA will provide a written explanation and an offer of appeal.

## 6.1 In Year Admissions – Oversubscription Criteria Y7 – 11 during the Academic Year

All children whose statement of special educational needs or Education, Health and Care Plan names the academy must be admitted.



**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 academy

**Category 4** – all other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. 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 academy as defined by Local Land and Property Gazetteer (LLPG), and using the LAs computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

For parent/carers 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 LA to determine which address will be used for the purpose of admission. Should the LA 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 LA officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent/carer has chosen Whalley Range 11-18 High 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 academy. Parents/carers 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/carer to state in full the exceptional social/medical reasons why the child should attend this academy.
- 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 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 attending the 6<sup>th</sup> form of Whalley Range 11-18 High School.

## **6.2 In Year 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 or they request to remain on the waiting list. 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.

## **7.0 SIXTH FORM ADMISSIONS**

### **7.1 Admission Information**

Information about the Sixth Form and its entry requirements is provided to students and parents:

- At the Open Evening and Open Morning events in September
- At local High Schools' F.E. Fairs
- The school through prospectus on request
- The school through its website

### **7.2 Admission Procedure**

All students who wish to apply for a place must submit an application form by the specified closing date.

All students will be invited for an interview. If the students' predicted grades, confirmed by their current school, meet our entry requirements then they will be offered a provisional place. However, this offer of a place will be dependent on the grades the students achieve in the external exams. All students must return their acceptance letter to secure their place.

## 8.0 LEVENSHULME HIGH SCHOOL

### 8.1 Admission Numbers (PAN)

A Published Admission Number (PAN) is the number of places a school/academy has in each 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. The Levenshulme PAN is 200.

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

## 9.0 ADMISSION PROCEDURE FOR YEAR 7 STUDENTS FOR SEPTEMBER INTAKE

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

- The LA to all parents/carers
- The school through its website – [www.levenshulmehigh.co.uk](http://www.levenshulmehigh.co.uk)
- The school through brochures on request
- The school through policies on request
- The school through Open Evenings, Transition Days and other events

Parents/carers must apply to their home Local Authority (LA) on or before the LA's closing date. Details of the closing date will be provided in the LA's brochure and on their website – [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).

After September 1<sup>st</sup> any parents/carers wanting a place at the school must contact the LA directly.

### 9.1 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 academy have been offered.

- Year 7 in September (Secondary Admissions Round),

### 9.2 Secondary Admissions Round – Oversubscription Criteria

All children whose statement of special educational needs or Education, Health and Care Plan names the school must be admitted.

**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 academy;

## **Category 4 – All other children**

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. 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 academy as defined by Local Land and Property Gazetteer (LLPG), and using the LAs computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

For parents/carers 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 LA to determine which address will be used for the purpose of admission. Should the LA 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 LA officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent/carer has chosen Levenshulme High School because the child has exceptional social or medical circumstances or the parent/carer is disabled, this should be indicated with the reasons for choosing the academy. Parents/carers 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/carer to state in full the exceptional social/medical reasons why the child should attend this academy.
- 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 sister attending Levenshulme High School when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children;

### **9.3 Late Applications**

Waiting lists will be held in criteria order using the academy's oversubscription criteria. 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 taken from the LA's Admissions Scheme 2018/19 describes how late applications will be dealt with.

## **9.4 Secondary Admission Round - Late Applications**

- 9.4.1** The closing date for applications will be 31 October 2017. 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.
- 9.4.2** 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 10 November 2017. This is the date when application information is exchanged with other LA's
- 9.4.3** Where possible late applicants will be sent an offer letter on 1 March 2018.
- 9.4.4** Applications received after the 1 March 2018 will be notified of the outcome of their application as soon as possible.
- 9.4.5** 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.

## **9.5 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 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 academy should they wish to stay on the waiting list.

## **10.0 IN YEAR ADMISSION ARRANGEMENTS FOR ADMITTING STUDENTS IN YEARS 7 - 11 INCLUDING READMISSION FOR ANY STUDENTS WHO HAVE LEFT LEVENSHULME HIGH SCHOOL DURING THE COURSE OF THE YEAR.**

- All applications submitted for years other than the normal year of entry should be made directly to the LA.
- Applications will be considered by the academy and if the year group applied for has a place available, will admit the child.
- Parents/carers whose application is unsuccessful have the right to appeal to an independent appeal panel.
- The LA will provide a written explanation and an offer of appeal.

## **10.1 In-Year Admissions – Oversubscription Criteria Y7 – 11 during the Academic Year**

All children whose statement of special educational needs or Education, Health and Care Plan names the academy must be admitted.

**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 academy

**Category 4** – all other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. 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 academy as defined by Local Land and Property Gazetteer (LLPG), and using the LAs computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

For parent/carers 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 LA to determine which address will be used for the purpose of admission. Should the LA 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 LA officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent/carer has chosen Levenshulme High 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 academy. Parents/carers 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/carer to state in full the exceptional social/medical reasons why the child should attend this academy.
- 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 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;

## 10.2 In-Year 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 or they request to remain on the waiting list. 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.

## **11.0 THE EAST MANCHESTER ACADEMY**

### **11.1 Admission Numbers (PAN)**

A Published Admission Number (PAN) is the number of places a school/academy has in each 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. The East Manchester PAN is 200.

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

## **12.0 ADMISSION PROCEDURE FOR YEAR 7 STUDENTS FOR SEPTEMBER INTAKE**

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

- The LA to all parents/carers
- The school through its website – [www.levenshulmehigh.co.uk](http://www.levenshulmehigh.co.uk)
- The school through brochures on request
- The school through policies on request
- The school through Open Evenings, Transition Days and other events

Parents/carers must apply to their home Local Authority (LA) on or before the LA's closing date. Details of the closing date will be provided in the LA's brochure and on their website – [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).

After September 1<sup>st</sup> any parents/carers wanting a place at the school must contact the LA directly.

### **12.1 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 academy have been offered.

- Year 7 in September (Secondary Admissions Round),

### **12.2 Secondary Admissions Round – Oversubscription Criteria**

All children whose statement of special educational needs or Education, Health and Care Plan names the school must be admitted.

**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 academy;

**Category 4** – All other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. 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 academy as defined by Local Land and Property Gazetteer (LLPG), and using the LAs computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

For parents/carers 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 LA to determine which address will be used for the purpose of admission. Should the LA 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 LA officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent/carer has chosen Levenshulme High School because the child has exceptional social or medical circumstances or the parent/carer is disabled, this should be indicated with the reasons for choosing the academy. Parents/carers 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/carer to state in full the exceptional social/medical reasons why the child should attend this academy.
- 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 East Manchester Academy when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children;

**12.3 Late Applications**

Waiting lists will be held in criteria order using the academy's oversubscription criteria. 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 taken from the LA's Admissions Scheme 2017/18 describes how late applications will be dealt with.

## **12.4 Secondary Admission Round - Late Applications**

- 12.4.1** The closing date for applications will be 31 October 2017. 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.
- 12.4.2** 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 10 November 2017. This is the date when application information is exchanged with other LA's
- 12.4.3** Where possible late applicants will be sent an offer letter on 1 March 2018.
- 12.4.4** Applications received after the 1 March 2018 will be notified of the outcome of their application as soon as possible.
- 12.4.5** 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.

## **12.5 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 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 academy should they wish to stay on the waiting list.

## **13.0 IN-YEAR ADMISSION ARRANGEMENTS FOR ADMITTING STUDENTS IN YEARS 7 - 11 INCLUDING READMISSION FOR ANY STUDENTS WHO HAVE LEFT THE EAST MANCHESTER ACADEMY DURING THE COURSE OF THE YEAR.**

- All applications submitted for years other than the normal year of entry should be made directly to the LA.
- Applications will be considered by the academy and if the year group applied for has a place available, will admit the child.
- Parents/carers whose application is unsuccessful have the right to appeal to an independent appeal panel.
- The LA will provide a written explanation and an offer of appeal.

### 13.1 In-Year Admissions – Oversubscription Criteria Y7 – 11 during the Academic Year

All children whose statement of special educational needs or Education, Health and Care Plan names the academy must be admitted.

**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 academy

**Category 4** – all other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. 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 academy as defined by Local Land and Property Gazetteer (LLPG), and using the LAs computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

For parent/carers 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 LA to determine which address will be used for the purpose of admission. Should the LA 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 LA officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent/carer has chosen The East Manchester Academy because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the academy. Parents/carers 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/carer to state in full the exceptional social/medical reasons why the child should attend this academy.
- 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 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;

## **13.2 In-Year 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 or they request to remain on the waiting list. 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.