

# **THE EAST MANCHESTER ACADEMY**



## **Proposed Admission Arrangements for The East Manchester Academy from 2012**

**JUNE 2011**

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This document sets out the proposed admission arrangements for The East Manchester Academy. It ostensibly builds on Annex 2 to the Funding Agreement between The East Manchester Academy and the Secretary of State. It is formulated in compliance with current statutory regulations.

The Governing Body of The East Manchester Academy is the Admission Authority. As such, it will be for the Governing Body to determine who will be allocated a place at the Academy in accordance with its own Admissions Policy.

### **Admissions Policy and Procedure**

The Academy will consider all applications. Where fewer than 180 applications are received in any one year group, the Academy will offer places to all those who have applied unless the application is defined as an exception (see below).

The Academy accepts pupils of all faiths and none.

### **Pupils with a Statement of Special Educational Needs**

The East Manchester Academy will, subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a Statement of Special Educational Needs naming the Academy.

The admission of pupils with a Statement of Special Educational Needs is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria below.

### **Arrangements for Admission to 11-16 Provision**

The admission arrangements for The East Manchester Academy for the year 2012 onwards and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a) The East Manchester Academy has an agreed admission number of 180 students. The East Manchester Academy will accordingly admit at least 180 students in the relevant age group (Year 7) each year if sufficient applications are received, and no more than 180 students, unless directed by appeal or allocated through the Manchester City Council In Year Fair Access Protocol, or as a looked after child, or by decision of the Academy Governing Body on the basis of exceptional social/medical need, or via the SEN statementing processes.
- b) The East Manchester Academy may revise its Published Admission Number for any specific year and must consult those listed at paragraph 11.1 below before doing so. Pupils will not be admitted above the Published Admission Number unless directed by appeal, allocated through the Manchester City Council In Year Fair Access Protocol, or as a looked after child, or by decision of the Academy Governing Body on the basis of exceptional social/medical need, or via the SEN statementing processes or if exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

#### **1a. Process of application**

Applications for places at the Academy will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form as published by the Local Authority in which the applicant resides. This form is available from the offices of the local Council.

In accordance with statutory requirements, the offer of places at the Academy for all pupils will be made on 1st March. To ensure this date is met, the Academy will follow the timetable for co-ordinated admissions set annually by the Local Authority and offers will be sent out by Manchester City Council.

*Please note that The East Manchester Academy (a) requires no supplementary information or application forms other than those provided by the Local Authority and (b) aptitude/ability tests are not required for admission to the Academy.*

### **1b. Making an Application**

Any parent /carer wishing to apply to The East Manchester Academy for a place for their child in Year 7 must use the Common Application Form as provided by the Local Authority. Applications received in any other format will not be considered.

### **1c. Closing Date for Applications**

The Common Application Forms' closing date for all applicants should be adhered to. Applications should be posted or delivered to arrive at the address given on the Common Application Form by the time stated.

### **1d. Late Applications**

Any applications received after the stated deadline will be processed as a late application. Applications will only be processed if there is a good reason for late submission. Parents / Carers applying after the stated deadline date should attach a covering letter to explain why their application is late.

Late applications may not be considered until after consideration has been given to those applications received by the deadline. A valid late application will include situations where a child has moved into the area after the closing date, before offers of places are made.

An application will be considered on time where it is clear that it was posted to arrive on time, i.e. post marked.

Late applications with exceptional circumstances will only be considered up to a specified and published date. The Children's Services Access Manager will consider the validity of late applications. Preferences can only be changed after the closing date in exceptional circumstances.

*All of the above is in accordance with the Local Authorities coordinated admissions process.*

### **1e. Offer of Places**

Parents / Carers will be notified in writing on 1st March 2012 of the outcome of their application. For those who are unsuccessful, parents / carers will be notified in writing as to the reason(s) why it has not been possible to allow the child to attend the Academy.

Parents / Carers will be given more detailed information about the process for appeals at that time. The closing date for appeals to be lodged, normally 28 days after the notification of a place not being offered, will be stated clearly.

Those who are accepted to the Academy will receive further information once they have been notified of their place and an invitation extended for the pupil and parents / carers to meet with the Principal once the place has been accepted.

## **2a. Consideration of applications**

The East Manchester Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, The East Manchester Academy will offer places to all those who have applied through the Local Authority coordinated admissions process.

## **2b. Exceptions**

The School Admissions Code of Practice (2007) sets out the limited and exceptional circumstances in which an application to the Academy will not be accepted. These are when the applicant has been excluded from two or more schools or when, in specific circumstances set out in the Code, the applicant is particularly challenging. Parents / Carers are asked to seek further information from the Principal if they believe their child falls into either of these categories.

## **2c. Over-Subscription**

If the number of applications for admissions is greater than 180 after allocating places to those with a statement of special educational needs, places will be allocated in accordance with the following criteria applied in the order in which they are set out below.

<p><b><i>Procedures where The East Manchester Academy is over-subscribed</i></b></p>
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Where the number of preferences for each school exceeds the number of places available, priority will be given in the following order to:

- 1. Children in public care (looked after children).**
- 2. Siblings attending the Academy (including the Sixth Form)**
- 3. Children residing in the priority admission area and attending a named "linked" primary school.**
- 4. Children residing in the priority admission area.**
- 5. Children residing outside the priority admission area and attending a "linked" primary school.**
- 6. Children residing outside the priority admission area, priority being given to such children by the shortest distance from school.**

When demand exceeds places in any one of the above criteria, the distance between the home address and the Academy, measured by a straight-line, from the front entrance of the home to the front entrance of the Academy building on Grey Mare Lane, will be used to decide who is to be given a place; those living nearest being given the available places.

Pupils living nearest to the school (Distance) are measured using the Ordnance Survey address-point system (or comparable programme) which measures straight line distances from the Ordnance Survey address-point of the school to the Ordnance Survey address-point of the place of residence.

**NB** Proof of residency can be requested at any time throughout the admissions process. Parents / Carers may be asked to provide their original Council Tax and Child Benefit documents. *If false or misleading information is used to gain entry to the Academy the offer of a place will be withdrawn and the application cancelled.*

## **2d. Siblings**

The terms "sisters" and "brothers" refer to children who live with the same family at the same address. Children living with the same family, e.g. foster children, adopted siblings, and stepsisters and brothers, are also included.

"Home address" refers to the child's permanent home at the date of admission. Where the child lives with parents /carers with shared responsibility, it is for the parents / carers to determine which address to use when applying for a secondary school.

Proximity to school 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 over-subscription, the decision of who will be offered the place will be made by random selection.

If siblings from multiple births (twins, triplets, etc) apply for a school and the Academy would reach its Published Admission Number of 180 (PAN) after admitting one or more, but before admitting all of those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its PAN.

### **Our priority admission area is defined in the following way:**

To the North: Oldham Road  
To the South: Hyde Road (A57) ⇔ the (A6) Downing St ⇔ London Rd ⇔ Ducie St ⇔ Dale St ⇔ (A62) Lever St ⇔ Oldham Rd  
To the East: The Manchester / Tameside border  
To the West: A6 to the junction with the A62.

This area is shown on the attached map.

**NB** The middle of the road / centre line of the road will act as the demarcation.

### **North East District Linked Primaries**

**The following schools will be listed as "linked" primary schools for the purposes of applying this admission policy.**

Abbott Community Primary School  
Ashbury Meadow Primary School  
C of E School of The Resurrection  
Park View Community Primary School  
Seymour Road Primary School  
St Brigid's RC Primary School  
St Patrick's RC Primary School  
St Willibrord's RC Primary School

All Saints CE Primary School ( Newton Heath)  
Briscoe Lane Primary School  
Higher Openshaw Primary School  
Ravensbury Community School  
St Barnabas CE Primary School  
St Clement's CE Primary School  
St Wilfrid's CE Junior & Infant School  
Varna Street Primary School

### **Central East District Linked Primaries**

All Saints Primary School (Gorton)  
Armitage C of E Primary School  
St Francis RC Primary School

## **2e. Waiting List**

If in any year the Academy receives more applications for places than there are places available, the Academy will operate a waiting list until the end of the Autumn Term after the admission date and will then be discarded.

It is open to any parent/carer to ask for his or her child's name to be placed on the waiting list following either an unsuccessful application or an unsuccessful appeal. The Academy may choose to ask the Local Authority to operate its waiting lists on their behalf.

The child's position on the waiting list will be determined solely in accordance with the over-subscription criterion set out above. Where places in the Academy become vacant, they will be allocated to children on the waiting list in accordance with the over-subscription criterion. The offer of places must be made by the Academy and communicated by the LA, in accordance with its coordinated admissions scheme.

## **2f. Appeals**

Parents / Carers have the right of appeal to the Academy's Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. All parents / carers have the right to appeal to an independent admission appeal panel, set up under the *School Standards and Framework Act (1998)*, as amended by the *Education Act (2002)*.

Parents / Carers should notify the Clerk to the Governors at the Academy within 14 days of receiving the letter refusing a place. Parents / Carers will have the opportunity to submit their case to the Independent Panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing.

Further assistance is available at the Academy Reception.

## **3a. Arrangements for admitting pupils in Years 8-11, including replacements for any pupils who have left The East Manchester Academy during the course of the year**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the over-subscription criteria in paragraphs 2c shall apply.

Parents / Carers whose application is turned down are entitled to appeal (see paragraph 2f). As this is a new Academy with no existing school, in-year admissions will only be considered for year groups where pupils are already on roll.

The East Manchester Academy will participate in Manchester City Council's In Year Fair Access Protocol.

**All applications for places at The East Manchester Academy must be made directly to Manchester City Council who will process all applications. Parents / Carers will normally receive a written response to their application within ten working days of receipt.**

**Manchester City Council will consult the Governing Body about requests for places.**

#### **4a. Arrangements for admission to Post-16 provision**

Applications to The Academy Sixth Form will be dealt with by The East Manchester Academy. If an applicant is refused admission they will be advised of their right to appeal by the Academy. Arrangements will then be made for an Independent Appeal.

The East Manchester Academy will admit 60 pupils in Year 12. If the number of pupils in Year 13 falls below capacity at the beginning of the academic year, the Academy may admit a correspondingly higher number into Year 12.

The Academy will publish minimum entry requirements for its Post-16 provision each Autumn, which will apply to the following September's cohort (e.g. Autumn 2011 for September 2012 entry).

Both transferees from the Academy's own Year 11 and external applicants will be expected to have met these minimum standards to be allowed to enter the Academy's sixth form provision.

For external applicants, in the case of over-subscription, and after the admission of pupils with a statement of special educational needs which names the Academy, priority will be given in the following order:

- a)** Children who are looked after by a local authority;
- b)** Children with exceptional medical/social needs;
- c)** Children who attend an Academy in the Manchester City Council area or a Manchester LA-maintained secondary school prioritised according to the distance between their permanent home address and the Academy, measured in a straight line;
- d)** Children who do not attend an Academy in the Manchester City Council area or Manchester LA maintained secondary school prioritised according to the distance between their permanent home address and the Academy, measured in a straight line.

Unsuccessful applicants have a right of appeal to an independent appeal panel. This right extends to both those refused progression from the Academy's Year 11 and external applicants. The Academy will provide a written explanation and an offer of an Independent Appeal.

#### **4b. Appeals**

Parents / Carers have the right of appeal to the Academy's Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. All parents / carers have the right to appeal to an independent admission appeal panel, set up under the *School Standards and Framework Act (1998)*, as amended by the *Education Act (2002)*.

Parents / Carers should notify the Clerk to the Governors at the Academy within 14 days of receiving the letter refusing a place. Parents / Carers will have the opportunity to submit their case to the Independent Panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing.

Further assistance is available at the Academy Reception.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION**

### **Arrangements Consultation**

The East Manchester Academy will consult the following by 1st March each year on its proposed admission arrangements:

- a)** Manchester City Council;
- b)** The admission forum for Manchester City Council;
- c)** Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d)** Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- e)** Affected admission authorities in neighbouring LA areas.

### **Publication of admission arrangements**

The East Manchester Academy will publish its admission arrangements each year once these have been determined, by:

- a)** Copies being sent to primary and secondary schools in Manchester City;
- b)** Copies being sent to the offices of LA in time for inclusion in the LA's statutory admissions literature
- c)** Copies being made available without charge on request from the Academy;
- d)** Copies being sent to public libraries in the area of Manchester City for the purposes of being made available at such libraries for reference by parents and other persons.

The published arrangements will set out:

- a)** The name and address of the Academy and contact details;
- b)** A summary of the Admissions Policy, including over-subscription criteria;
- c)** A statement of any religious affiliation;
- d)** Numbers of places and applications for those places in the previous year; *and*
- e)** Arrangements for hearing appeals.

**Admission to The East Manchester Academy in all year groups (with the exception of Post-16) is through the Manchester Admissions Office and follows current Manchester City Council policy. The Admissions Office can be contacted at: Manchester City Council, Education Department, Overseas House, Quay Street, Manchester, M3 3BB. Tel: 0161 234 5000.**