

Admission Arrangements for The East Manchester Academy

1. This document sets out the admission arrangements for The East Manchester Academy in accordance with Annex 2 to the Funding Agreement between The East Manchester Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.

2. Notwithstanding these arrangements, the Secretary of State may direct the East Manchester Academy to admit a named pupil to the East Manchester Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

The Academy Trust will develop a firm strategy of how the Academy will build to its full capacity during implementation. However, in 2010 there will be a Year 7 intake (and post 16 intake - if applicable – subject to outcomes of post 16 strategy). The Academy will build to full capacity year on year.

Arrangements for admission to 11-16 Provision

3. The admission arrangements for The East Manchester Academy for the year 2010/2011 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 MCC In Year Fair Access Protocol, or as 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 14 below before doing so. Students will not be admitted above the Published Admission Number unless directed by appeal, allocated through the MCC 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.

Process of application

4. Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Manchester City Council.

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

Consideration of applications

5. 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.

Procedures where The East Manchester Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where The East Manchester Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) Children who are looked after by a local authority;
- b) Children with exceptional medical/social needs¹
- c) Children who have a brother or sister attending the Academy when they take up their place (but not sixth form)²
- d) Children who attend a Manchester LA- maintained primary school prioritised according to the distance between their permanent home address and the Academy, measured in a straight line.^{3and4}
- e) Children who do not attend a Manchester LA maintained primary school prioritised according to the distance between their permanent home

¹ Category B- exceptional social/medical needs will be determined by the Academy Governing Body and supported by professional written evidence

² Brothers or sisters must live at the same address as the applicant and will include stepsiblings, foster siblings and adopted siblings

³ This will only extend to students on roll at a Manchester Primary School on the closing date specified by the LA for co-ordinated admissions, for applications to be returned

⁴ Permanent home address – where the child resides for the majority of her/his time

address⁵ and the Academy, measured in a straight line.

Operation of waiting lists

7. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the East Manchester Academy receives more applications for places than there are places available, a waiting list will operate until a month after the beginning of the school year. This will be maintained by the East Manchester Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The Academy may choose to ask the Local Authority to operate its waiting lists on their behalf.

8. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 6a - e above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The offer of places must be made by the Academy and communicated by the LA, in accordance with its coordinated admissions scheme.

Arrangements for admitting students in years 8 - 11, including replacements for any students who have left The East Manchester Academy during the course of the year

9. 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 oversubscription criteria in paragraphs 6a – e shall apply. Parents whose application is turned down are entitled to appeal. As this is a new Academy with no existing school, in-year admissions will only be considered for year groups where students are already on roll.

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

Arrangements for admission to post 16 provision

11. 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 2008 for September 2009 entry). Both transferees from the

⁵ Permanent home address – where the child resides for the majority of her/his time

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 oversubscription, 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 needs⁶
- 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 appeal

Arrangements for admission of students as the East Manchester Academy builds to its full capacity

12. The East Manchester Academy will open on 1 September 2010 with a Published Admission Number relating solely to students in Year 7 and, where relevant, Year 12.

13. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the East Manchester Academy and the efficient use of resources as determined by the Academy Governing Body.

14. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION

⁶ Category B- exceptional social/medical needs will be determined by the Academy Governing Body and supported by professional written evidence

ARRANGEMENTS

Consultation

15. The East Manchester Academy will consult the following by 1 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

16. 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.

17. 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 oversubscription 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.