

THE EAST MANCHESTER ACADEMY

THE ADMISSION OF PUPILS TO THE EAST MANCHESTER ACADEMY

1. The Admission Policy adopted by The East Manchester Academy shall be written in accordance with the statutory code of practice on admissions. Pupils will be admitted to The East Manchester Academy in accordance with the detailed admission arrangements described in the Admissions Policy Document. Changes to the Admissions Policy Document will require the approval of the Secretary of State.

2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code of Practice including the “in year fair access protocol”) as they apply at any given time to maintained schools and Academies and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Manchester City Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Manchester City Council.

Arrangements for appeals panels

3. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The East Manchester Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code of Practice published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the local authority for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked. If the Academy chooses to appoint its own Appeals Panel, it will have a responsibility to train appropriate personnel. Likewise, if the Appeals Panel is from the LA, the LA will undertake to train these.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation¹

4. The East Manchester Academy shall consult by 1 March each year on its proposed admission arrangements with relevant parties in line with the requirements of the School Admissions Code and relevant admissions legislation. (At the date of this Agreement, section 89 of the School Standards and Framework Act 1998 as amended, and regulations under that section.)

Determination and publication of admission arrangements

5. Following consultation, The East Manchester Academy will consider comments made by those consulted. The East Manchester Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined within 14 days.

Publication of admission arrangements

6. The East Manchester Academy will publish its admission arrangements each year once these have been determined in accordance with the arrangements described in the Admissions Policy Document.

Representations about admission arrangements

7. Where any of those bodies that were consulted, or that should have been consulted, make representations to The East Manchester Academy about its admission arrangements, The East Manchester Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. These representations must be made by 30 April. The Secretary of State will consider the representation and in so doing will consult The East Manchester Academy. Where he judges it appropriate, the Secretary of State may direct The East Manchester Academy to amend its admission arrangements.

8. Those consulted have the right to ask The East Manchester Academy to change its proposed Published Admissions Number for any year. Where such a change is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct The East Manchester Academy to change its proposed Published Admissions Number. The Secretary of State will consult The East Manchester Academy and will then determine the Published Admissions Number.

9. In addition to his powers in paragraphs 8 and 9 above, the Secretary of State may direct changes to The East Manchester Academy proposed admission arrangements and to the proposed Published Admissions Number.

Proposed changes to admission arrangements by The East Manchester Academy after arrangements have been published

10. Once the admission arrangements have been determined for a particular year and published, The East Manchester Academy will propose changes only if there is a major change of circumstances. In such cases, The East Manchester Academy must notify those consulted under paragraph 5 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

11. The Secretary of State will consider applications from The East Manchester Academy to change its admission arrangements only when The East Manchester Academy has notified and consulted on the proposed changes as outlined at 5 above.

12. Where The East Manchester Academy has consulted on proposed changes the East Manchester Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The East Manchester Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

13. The Secretary of State can approve, modify or reject proposals from The East Manchester Academy to change its admission arrangements.

14. Records of applications and admissions shall be kept by The East Manchester Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.