

## Admissions Arrangements 2018 - 2019

### ARRANGEMENTS FOR THE ADMISSIONS OF PUPILS TO ALL ACADEMIES WITHIN THE ENQUIRE LEARNING TRUST Manchester Hub.

2018- 2019

The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Trustees remain responsible for any appeals.

<b>Manchetser</b>	
Moorside Primary	60
Hawthorns	N/A
Linden Road Primary	30
Manchester Road Primary	60
Godley Primary	30
Oakfield Primary	30
Flowery Field Primary	90
Bradley Green	30
Dowson	60

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors in priority order to decide which students will be given places:

1. Looked after children (children in public care), or previously looked after children.
2. Pupils with brothers or sisters who are already at the Academy
3. Children of staff employed at the Academy.
4. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above). '

#### Tiebreaker

Random allocation will be used as a tie-break in criterion 5 above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to a primary or infant school.

#### Definitions of terms used in the admission arrangements

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

## 1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

## 2. Rules for Siblings

Included in this factor are stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

### **Twins and other siblings from a multiple birth**

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number, the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

## 3. Rules for Residence

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

## 4. Children of staff at the Academy

Either

(a) where the Multi Academy Trust has employed a member of staff for two or more years at the time the application for admission is made.

Or

(b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

\* A member of staff will be any salaried person employed by the academy.

## 5. Distance

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

## Waiting list

For admission into reception the governors will keep a waiting list, which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The Schools Admission Team keeps the list until the end of August preceding entry. After this schools will keep the reserve list until the end of the autumn term, you should contact the school for information about the reserve list. Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times you can ask if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

## Process of application for the normal intake year

Arrangements for applications for places in (YR/Y3) the admissions authority will be made in accordance with the Enquire Learning Trust co-ordinated admission arrangements; Parents must apply through their home local authority. The admission authority will work within the timetable of the relevant Local Authority who will make the offers of places on their behalf as required by the School Admissions Code.

## Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Governors will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

## Mid-year admissions

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. The PAN for the intake year applies across all cohorts as per the table above.

## Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

## Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## Appeals against a decision not to admit a child to the Academy

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Trust will be happy to provide information about this on request.

Contact details

[admission@eltacademy.org](mailto:admission@eltacademy.org)

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