



TRUST ADMISSION POLICY

(for admissions to start school in September 2023)



CONTENTS

1. Purpose of the Policy	4
2. Principles of the Policy	4
3. Application Procedures	4
4. Whalley Range 11-18 High School.....	5
4.1 Admission Numbers (PAN)	5
4.2 Admission Procedure for Year 7 Students for September Intake	5
4.3 Oversubscription Criteria.....	5
4.4 Secondary Admissions Round for Year 7- Oversubscription Criteria	5
4.5 Admission of Children outside their Normal Age Group	7
4.6. Late Applications.....	7
4.7. Waiting Lists.....	8
4.8 In Year Admissions - Arrangements	8
4.9 In Year Admissions - Oversubscription Criteria.....	8
4.10 In Year Waiting List.....	10
4.11 6th Form Admissions	10
4.11.1 Admission Information.....	10
4.11.2 Admission Procedure	10
5. Levenshulme High School	11
5.1 Admission Numbers (PAN)	11
5.2 Admission Procedure for Year 7 Students for September Intake	11
5.3 Oversubscription Criteria.....	11
5.4 Secondary Admissions Round for Year 7- Oversubscription Criteria	11
5.5 Admission of Children outside their Normal Age Group	13
5.6. Late Applications.....	13
5.7. Waiting Lists.....	14
5.8. In Year Admissions - Arrangements	14
5.9 In Year Admissions - Oversubscription Criteria.....	14
5.10 In Year Waiting List.....	16
6. The East Manchester Academy	17
6.1 Admission Numbers (PAN)	17
6.2 Admission Procedure for Year 7 Students for September Intake	17
6.3 Oversubscription Criteria.....	17
6.4 Secondary Admissions Round for Year 7- Oversubscription Criteria	17
6.5 Admission of Children outside their Normal Age Group	18
6.6 Late Applications.....	19

6.7 Waiting Lists.....	20
6.8 In Year Admissions - Arrangements	20
6.9 In Year Admissions - Oversubscription Criteria.....	20
6.10 In Year Waiting List.....	22

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, faith 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

Education and Leadership Trust has elected to use the Local Authority's admission process. Therefore, the co-ordination and administration of admissions is undertaken by Manchester LA's Admissions Service.

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 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

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.

4.2 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
- 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.

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

4.3 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),

4.4 Secondary Admissions Round – Oversubscription Criteria

All children whose Education, Health and Care Plan names the school must be admitted subject to appropriate, statutory meetings and agreed plans.

Category 1 - children who are looked after by a Local Authority and children who were previously looked after by a Local Authority. Children who were looked after or in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). A child is regarded as having been in state care in a place outside of

England if they were accommodated by a public authority, a religious organisation or another professional provider of care.

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 LA's 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 Sixth Form of Whalley Range 11-18 High School.

4.5 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Guidance for parents wishing to request consideration outside of the chronological age group:

- a. It is advised that all parents who submit a request still make an application for a school place at the normal time.
- b. Requests should be made in writing to the Academy Trust
- c. Parents may provide any supplementary documentary evidence to support their request
- d. Decisions are made by the Academy Trust on an individual case basis and the Trust will consider:
 - The views and wishes of the parent
 - The views of the prospective Headteacher/Governing Body
 - Evidence indicating academic, social and emotional development to date
 - Where relevant, the child's medical history
 - Whether the child has previously been educated out of chronological age group
 - If the child would have fallen into another age group if it were not for the child being born prematurely

Decisions will be communicated in writing.

Should a request be granted, it does not indicate a formal offer of a school place. Instead it is an agreement to consider the child's application for a school place outside of their normal chronological age group.

Should the request be granted but your child is unsuccessful at obtaining a place at the school, the agreement made by the Academy Trust cannot be extended to other schools. This could result in your child being considered for a school place elsewhere in their normal chronological age group.

Should the request not be granted, your child could still be considered for a place at the school in their normal chronological age group.

The Academy Trust may share details of your request with Manchester Local Authority in order to seek advice. Permission will be obtained prior to the exchange of any information.

4.6 Late Applications

The following excerpt taken from the LA's Admissions Scheme 2021/22 describes how late applications will be dealt with.

- 4.6.1** The closing date for applications will be 31 October 2022. 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.

- 4.6.2** There is no closing date for late applicants. Admissions process takes place after all on-time applications have been allocated and then places are offered in monthly batches.

4.7 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.

4.8 In Year Admission Arrangements for admitting students in Year 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.

4.9 In Year Admissions – Oversubscription Criteria Y7 – 11 during the Academic Year

All children whose Education, Health and Care Plan names the academy must be admitted, subject to appropriate, statutory meetings and agreed plans.

Category 1 - children who are looked after by a Local Authority and children who were previously looked after by a Local Authority. Children who were looked after or in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or another professional provider of care.

Category 2 - children with exceptional medical/social needs;

Category 3 - children with a sibling at the academy

Category 4 – children who have moved into Manchester and are without an offer of a place

Category 5 – 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 Sixth Form of Whalley Range 11-18 High School.

Category 4 – New to Manchester

- A child is considered new to Manchester when they:
 - a. Move into the city from abroad and make an application within the same academic year.
 - b. Move into the city from another LA and make an application within the same academic year and it is unreasonable to expect them to attend their previous school.

- A child who is new to Manchester will be prioritised for their preferred schools. These applicants have not had the opportunity to apply during the normal admission round when they may have had a reasonable chance of being offered a preferred school.
- All preferences will be considered equally and if more than one preference can be offered the highest ranked preference will be offered. If no preference can be offered an alternative offer of the closest Manchester school or academy with vacancies will be made. Once a preference or an alternative offer is made, the applicant will no longer be considered in this category.

4.10 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.

4.11 SIXTH FORM ADMISSIONS

4.11.1 Admission Information

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

- The Sixth Form website www.wrhs1118.co.uk/sixthform
- At the Sixth Form Open Evening and Open Morning events in September
- At local High Schools' F.E. Fairs
- The Sixth Form prospectus on request from the school or on the website

4.11.2 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.

5.0 LEVENSHULME HIGH SCHOOL

5.1 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.

5.2 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
- 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.

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

5.3 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),

5.4 Secondary Admissions Round – Oversubscription Criteria

All children whose Education, Health and Care Plan names the school must be admitted subject to appropriate, statutory meetings and agreed plans.

Category 1 - children who are looked after by a local authority and children who were previously looked after by a local authority. Children who were looked after or in state care outside of England and ceased to be in state care as a result of being adopted.

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England if they were accommodated by a public authority, a religious organisation or another professional provider of care.

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.

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- If supporting evidence is not supplied with a category 2 application the application will be refused.

Category 3 – Sibling

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Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Guidance for parents wishing to request consideration outside of the chronological age group:

- a) It is advised that all parents who submit a request still make an application for a school place at the normal time.
- b) Requests should be made in writing to the Academy Trust.
- c) Parents may provide any supplementary documentary evidence to support their request.
- d) Decisions are made by the Academy Trust on an individual basis and the Trust will consider:
 - The views and wishes of the parent
 - The views of the prospective Headteacher/Local Academy Committee
 - Evidence indicating academic, social and emotional development to date
 - Where relevant, the child's medical history
 - Whether the child has previously been educated out of chronological age group
 - If the child would have fallen into another age group if it were not for the child being born prematurely

Decisions will be communicated in writing.

Should a request be granted, it does not indicate a formal offer of a school place. Instead it is an agreement to consider the child's application for a school place outside of their normal chronological age group.

Should the request be granted but your child is unsuccessful at obtaining a place at the school, the agreement made by the Academy Trust cannot be extended to other schools. This could result in your child being considered for a school place elsewhere in their normal chronological age group.

Should the request not be granted, your child could still be considered for a place at the school in their normal chronological age group.

The Academy Trust may share details of your request with Manchester Local Authority in order to seek advice. Permission will be obtained prior to the exchange of any information.

5.6 Late Applications

The following excerpt taken from the LA's Admissions Scheme describes how late applications will be dealt with.

Secondary Admission Round - Late Applications

5.6.1 The closing date for applications will be 31 October 2022. 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.

5.6.2 There is no closing date for late applicants. Admissions process takes after all on-time applications have been allocated and then places are offered in monthly batches.

5.7 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.

5.8 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.

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

All children whose Education, Health and Care Plan names the academy must be admitted subject to appropriate, statutory meetings and agreed plans.

Category 1 - children who are looked after by a local authority and children who were previously looked after by a local authority. Children who were looked after or in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or another professional provider of care.

Category 2 - children with exceptional medical/social needs;

Category 3 - children with a sibling at the academy

Category 4 – children who have moved into Manchester and are without an offer of a place

Category 5 – 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 equidistant 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.

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- 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;

Category 4 – New to Manchester

- A child is considered new to Manchester when they:
 - a) Move into the city from abroad and make an application within the same academic year.
 - b) Move into the city from another LA and make an application within the same academic year and it is unreasonable to expect them to attend their previous school.

- A child who is new to Manchester will be prioritised for their preferred schools. These applicants have not had the opportunity to apply during the normal admission round when they may have had a reasonable chance of being offered a preferred school.
- All preferences will be considered equally and if more than one preference can be offered the highest ranked preference will be offered. If no preference can be offered an alternative offer of the closest Manchester school or academy with vacancies will be made. Once a preference for an alternative offer is made, the applicant will no longer be considered in this category.

5.10 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.

6 THE EAST MANCHESTER ACADEMY

6.1 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.

6.2 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.theeastmanchesteracademy.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.

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

6.3 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),

6.4 Secondary Admissions Round – Oversubscription Criteria

All children whose Education, Health and Care Plan names the school must be admitted, subject to appropriate, statutory meetings and agreed plans.

Category 1 - children who are looked after by a local authority and children who were previously looked after by a local authority. Children who were looked after or in state care outside of England and ceased to be in state care as a result of being adopted.

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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 The East Manchester Academy 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;

6.5 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Guidance for parents wishing to request consideration outside of the chronological age group:

- e) It is advised that all parents who submit a request still make an application for a school place at the normal time.
- f) Requests should be made in writing to the Academy Trust.
- g) Parents may provide any supplementary documentary evidence to support their request.
- h) Decisions are made by the Academy Trust on an individual basis and the Trust will consider:
 - o The views and wishes of the parent
 - o The views of the prospective Headteacher/Local Academy Committee
 - o Evidence indicating academic, social and emotional development to date
 - o Where relevant, the child's medical history
 - o Whether the child has previously been educated out of chronological age group
 - o If the child would have fallen into another age group if it were not for the child being born prematurely

Decisions will be communicated in writing.

Should a request be granted, it does not indicate a formal offer of a school place. Instead it is an agreement to consider the child's application for a school place outside of their normal chronological age group.

Should the request be granted but your child is unsuccessful at obtaining a place at the school, the agreement made by the Academy Trust cannot be extended to other schools. This could result in your child being considered for a school place elsewhere in their normal chronological age group.

Should the request not be granted, your child could still be considered for a place at the school in their normal chronological age group.

The Academy Trust may share details of your request with Manchester Local Authority in order to seek advice. Permission will be obtained prior to the exchange.

6.6 Late Applications

The following excerpt taken from the LA's Admissions Scheme 2020/21 describes how late applications will be dealt with.

Secondary Admission Round - Late Applications

- 6.6.1** The closing date for applications will be 30 October 2021. 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.

- 6.6.2** There is no closing date for late applicants. Admissions process takes place after all on-time applications have been allocated and then places are offered in monthly batches.

6.7 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 reapply for the academy should they wish to stay on the waiting list.

6.8 In Year Admission Arrangements for admission 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.

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

All children whose Education, Health and Care Plan names the academy must be admitted, subject to appropriate, statutory meetings and agreed plans.

Category 1 - children who are looked after by a local authority and children who were previously looked after by a local authority. Children who were looked after or in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or another professional provider of care.

Category 2 - children with exceptional medical/social needs;

Category 3 - children with a sibling at the academy

Category 4 – children who have moved into Manchester and are without an offer of a place;

Category 5 – 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/brother 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;

Category 4 – New to Manchester

- A child is considered new to Manchester when they:
 - c) Move into the city from abroad and make an application within the same academic year.
 - d) Move into the city from another LA and make an application within the same academic year and it is unreasonable to expect them to attend their previous school.
- A child who is new to Manchester will be prioritised for their preferred schools. These applicants have not had the opportunity to apply during the normal admission round when they may have had a reasonable chance of being offered a preferred school.
- All preferences will be considered equally and if more than one preference can be offered the highest ranked preference will be offered. If no preference can be offered an alternative offer of the closest Manchester school or academy with vacancies will be made. Once a preference for an alternative offer is made, the applicant will no longer be considered in this category.

6.10 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.