

## **THE ADMISSION OF PUPILS TO WILLIAM HULME'S GRAMMAR SCHOOL**

1. This document sets out the admission arrangements for William Hulme's Grammar School ("the Academy). These arrangements are without prejudice to the provisions of Annex B to the Master Agreement. The document forms an Annex to the Supplemental Agreement between the Company – the United Learning Trust - 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. References in this document to "parents" include guardians and carers.
2. The Company will act in accordance with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools 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 Company. In particular, the Academy will take part in the Admissions Forum set up by Manchester City Council ("MCC") and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by MCC.
3. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

### **ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

4. 4.1 The Academy will have the following admission numbers subject to any changes approved by the Secretary of State:-
  - a) the agreed admissions number for year 7 of the Secondary Phase for September 2017 and for subsequent years is 120. The admission number applies to those applicants being admitted from outside the Academy. Pupils in the Academy's Year 6 progress to Year 7 without further application. If fewer than 60 pupils intend to transfer from Year 6, the Academy will admit over the admission number up to the overall size of the Year 7 group of 180.
  - b) the admissions number for the Reception year of the Primary Phase (4-11) is 60 – those pupils on the roll in the Pre-school provision **must** apply for admission to the Reception year of the Primary Phase : there is no automatic transfer.
  - c) Post 16 admissions The Academy has an admission number for Year 12 of 5 pupils. This is the minimum number of places which will be offered on an annual basis and applies only to those eligible applicants being admitted

from outside the Academy. If fewer than 115 of the Academy's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 120

- d) Admission to year groups without a published admission number will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.

5. The Academy may set a higher admission number as its published admission number for any specific year. Pupils will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **Process of application**

6.1 Applications for places at the Academy will be made in accordance with MCC's co-ordinated primary and secondary admission arrangements and will be made on the Common Application Form provided and administered by the MCC. The Academy may ask parents to complete a supplementary information form, where sufficient information for the consideration of the application by the Academy is not available from the information supplied in the Common Application Form.

The Academy will use the following timetable for applications each year (exact dates may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the MCC Admissions Forum:

- a) September - The Academy will publish in its prospectus and on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e. g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will also provide information to MCC for inclusion in the composite prospectus, as required and no later than 8 August, unless agreed otherwise;
- b) September/October - The Academy will provide opportunities for parents to visit the Academy;
- c) September/October – (Year 7) Common Application Form to be completed and returned to MCC to administer. Supplementary information form to be completed and returned to the Academy.
- d) November/Early December – (Year 7) MCC to send applications to Academy
- e) December – (Year 7) Academy arranges for applicants to sit fair banding tests and aptitude tests.

- f) January - Academy sends list of Year 7 pupils to be offered places to MCC
- g) February - MCC applies agreed scheme for own schools, informing other Local Authorities of offers to be made to their residents.
- h) 1<sup>st</sup> March (Year 7) and 16<sup>th</sup> April (Primary Phase) - offers made to parents by MCC on behalf of the Academy.

### **Consideration of applications (Primary Phase and Secondary Phase)**

7. The Academy will consider all applications for places for the Primary and Secondary Phases of the school. Where the number of applications are not more than the published admission number, the Academy will offer places to all those who have applied.
8. Children in Year 6 of the Primary Phase whose parents wish them to continue at the Academy in Year 7 are entitled to do so without further application.

### **Procedures where the Academy is oversubscribed (Primary Phase and Secondary Phase)**

9. Where the number of applications for admission is greater than the number of places available, applications for the Primary and Secondary Phases of the school will, subject as provided in paragraph 10 below, be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health and Care Plans where the Academy is named, (and whereupon the number of available places will reduce accordingly) the following criteria will be applied in the order in which they are set out below:

a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.

- A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as set out in section 22 of the Children Act 1989.
- An adopted child is considered to be a child adopted from the care of a local authority and where an adoption order has been granted. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s).

**b) Year 7 Admissions only** 10% of available places will be allocated to the pupils who achieve the highest scores in the test of aptitude in Modern Foreign Languages (MFL). Where two or more candidates obtain the same score in the aptitude test, paragraphs 9f (i) and 9f(ii) shall be applied alternately as a tie-break.

c) Pupils for whom it is essential to be admitted to the Primary Phase or the Secondary Phase because of special circumstances to do with significant medical or social needs evidenced by written professional advice. The definition of what constitutes medical or social needs for this purpose will be set out in the Academy's prospectus and on its website.

**d) Primary Phase Admissions only**. Pupils who, before the date of admission, have an older sibling already currently on roll in Reception to Year 11 of the Academy and who will still be on roll in Reception to Year 11 on the date of admission. Within this criterion priority will first be given to children with a sibling in the primary section (Reception to Year 6) ahead of children with siblings in Years 7-11. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins, who will be living permanently with them at the same address at the date of their entry to the Academy. The Academy may require proof of relationship. Sibling priority will not be given to younger siblings of pupils admitted to the on-site Manchester Local Authority funded Resourced Provision for secondary age children with an Education Health and Care Plan and diagnosis of Autism Spectrum Condition (ASC).

**e) Secondary Phase Admissions only**. Pupils who, before the date of admission, have an older sibling already currently on the roll of the secondary section (Year 7 – 11) of the Academy and who will still be on roll in Year 7 to Year 11 on the date of admission. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins, who will be living permanently with them at the same address at the date of their entry to the Academy. The Academy may require proof of relationship.

Sibling priority will not be given to younger siblings of pupils admitted to the on-site Manchester Local Authority funded Resourced Provision for secondary age children with an Education Health and Care Plan and diagnosis of Autism Spectrum Condition (ASC).

If a tie-break is necessary in criteria 9(d) and 9(e) to determine who is admitted, criterion 9f(i) (distance) will be used.

f) Of the remaining places:-

- i. half will be offered to pupils living nearest to the Academy on the close of the admission application date. The distance will be measured as the direct line distance 'as the crow flies' measured between the child's permanent address to the Academy's main entrance in Spring Bridge Road using the computerised Geographical Information System (GIS) determined by an independent agency. The distance is measured to the exact

Ordnance Survey point of each applicant's home. A child's permanent address is where he or she normally lives and sleeps and goes to school from.

- ii. The other half will be offered to remaining applicants through a process of random allocation. Random allocation will be applied by allocating each applicant a number which will be randomly sorted by a computer programme. The process will be overseen by an independent scrutineer.

**Distance Tie Break** In the event of a tie break under the distance criterion, random allocation will be used.

### **Primary Phase admissions Reception to Year 6**

Criterion f) ii (i.e. random allocation) **will not** be used for allocation of Primary school places, instead all remaining places will be offered under f)i (i.e. distance from school) above

If false or misleading information is used to gain entry to the Academy at any phase, the offer of a place may be withdrawn.

10. Banding will be applied to the Year 7 applications referred to in sub paragraphs a, and c – f of paragraph 9 above to ensure a comprehensive intake.

All external applicants will be placed into 1 of 5 ability bands based on the score achieved in the ability test, which will be taken by all Year 7 secondary applicants to the secondary school.

Applicants applying will be placed in ability bands, such that, as far as possible, there are an equal number in each band. Places will then be allocated, as far as possible, such that, an equal number from each band are allocated places.

Banding will enable the secondary school to achieve an intake representative of the ability range of applicants to the school.

WHGS year 6 children moving up to year 7 will not be banded nor will their abilities be taken into account when the banding tests are carried out.

Applicants refused admission will have the right of appeal to an independent Appeals Panel.

### **Operation of waiting lists**

11. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate. This will operate until the end of the first term. This will be maintained by the 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. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 9 above (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Twins and multiple births**

12. Where a twin or child from a multiple birth is admitted to the Academy, then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the Admissions Number. The Academy is required to comply with Infant Class Size requirement which means that it can teach no more than 30 infants per school teacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the Academy will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions code.

### **Admission arrangements to Reception class**

13. When a place for Reception class has been offered to a child, the child is entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Where parents so wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **14. Admission of children outside their normal age group**

#### **Admission of summer born children to Reception class**

Parents of a 'summer born' child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group. The term 'summer born' is used to refer to children born from 1 April to 31 August. When considering the admission of summer born children to Reception class, the Academy will follow the Department for Education's Advice on the Admission of summer born children (December 2014) and the School Admissions Code (December 2014) paragraph 2.17, 2.17A and 2.17B. The Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views. Parents who are considering deferring admission of a 'summer born' child should contact the Academy admissions department before the primary admissions closing date (15<sup>th</sup> January) so that the process can be explained.

In addition to the admission of summer born children as set out above, parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and

talented or has experienced problems such as ill health. Any such application will be dealt with in accordance with paragraphs 15 and 16.

15. Where a parent wishes to seek a place for their child outside their normal age group they should contact the Academy whereupon the process will be explained.

The Academy will make its decision on the basis of :

- (a) the circumstances of each case and in the best interests of the child concerned.
- (b) taking account of the parent's views;
- (c) information about the child's academic, social and emotional development;
- (d) the child's medical history and the views of a medical professional (where relevant);
- (e) whether the child has previously been educated out of their normal age group; and
- (f) whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will also take into account the views of the head teacher .

When informing a parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.

16. Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Reception, Year 7 or Year 12) the local authority and Academy will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of these determined admission arrangements only, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Arrangements for admission to Post 16 provision**

17. The Academy operates a co-educational sixth form for a maximum of 240 students. The Academy has adopted specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. These criteria are the same for both internal transfers and external applicants.

When the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants who satisfy any academic entry requirements than places available, then the oversubscription criteria in paragraph 9 (minus paragraphs 11(b), (d) and (e)) will apply in order.

The Academy will admit pupils with a statement of Special Educational Needs or an Education, Health and Care plan in which the Academy is named provided that they

meet the minimum academic entry requirements of the sixth form of the Academy.

The Academy will publish, at the beginning of the academic year prior to admission (e.g. September 2016 for those seeking admission on September 2017) academic entry criteria. At the same time it will publish specific minimum requirements for individual courses. These academic entry requirements form part of the admission arrangements and will be published in the Academy's Sixth Form Prospectus and on its website.

The academic entry criteria for the Sixth Form will be based upon predicted GCSE or IGCSE grades. Details relating to the predicted grades will be required on a supplementary application form.

If eligible internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

Places in individual subjects will be limited by the availability of specialist and teaching resources. Priority will be given to eligible pupils who have studied in the Academy's Year 11. Those eligible pupils not offered a place on the course of their choice (either because they have not met the specific required grade for the course or because the course is full) will be offered an alternative if possible.

Unsuccessful external applicants and those existing Academy pupils refused admission into the sixth form will have the right of appeal to an independent Appeals Panel. The right of appeal for entry into the sixth form applies to both the pupil and the parent / carer.

#### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Academy**

18. Subject to any provisions in the MCC's co-ordinated admission arrangements relating to applications submitted for academic years other than the normal academic year of entry, the Academy must consider all such applications and if the year group applied for has a place available, save in circumstances permitted by the School Admissions Code, admit the child. If more applications are received than there are places available, the oversubscription criteria (other than the criterion related to aptitude to MFL) shall apply.

#### **Exclusions from other schools**

19. Notwithstanding any other provision of this document, the Academy may refuse admission to applicants who have been excluded from two or more other schools where one of such exclusions took place within the two preceding years. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The Academy may also refuse admission to a

child (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.12 of the School Admissions Code. In all the circumstances described in this paragraph, however, the Secretary of State may direct the Academy to admit such a child and that direction shall be binding on the Academy.

### **APPEALS**

20. Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code on School Admissions Appeals (the “Code”) published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties. The Academy will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

### **PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

#### **Consultation**

21. The Academy shall consult at least once every 7 years even if there have been no changes during that period on its proposed admission arrangements.

22. When changes are proposed to the admission arrangements or when the Academy has not consulted in the previous 7 years, the Academy will consult for a minimum of 6 weeks between 1 October and 31 January in the determination year:

- a) Manchester City Council (the LA)***
- b) Parents of children between the ages of two and eighteen.***
- c) All other admission authorities within the relevant area.***
- d) Affected admission authorities in neighbouring local authorities where the admission authority is the local authority.***
- e) Other persons in the relevant area who in the opinion of the school have an interest in the proposed admissions.***

The Academy will publish a copy of their full proposed admission arrangements (including the proposed PAN) on the website together with details of the person within the Academy to whom comments may be sent and the areas on which comments are not sought. The Academy will also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

#### **Determination and publication of admission arrangements**

23. Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28 February of the relevant year and notify those consulted what has been determined. The Academy will determine its admission arrangements by 15<sup>th</sup> March every year, even if there has been no change or consultation not undertaken. A copy of the determined admission arrangements will be published in accordance with the School Admissions Code.

### **Representations about admission arrangements**

24. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the 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 Schools Adjudicator by 15 May. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. Where he judges it appropriate, the Schools Adjudicator may direct the Academy to amend its admission arrangements.

25. In addition to the provisions at paragraph 24 above, the Schools Adjudicator may direct changes to the Academy's proposed admission arrangements.

26. Decisions of the Schools Adjudicator are final and must be implemented without undue delay. Adjudicators' decisions can only be challenged by way of Judicial Review. Where the Academy fails to implement the decision of the Adjudicator, the Secretary of State may direct the Academy to do so.

### **Proposed changes to admission arrangements by the Academy after arrangements have been published**

27. Once the admission arrangements have been determined for a particular academic year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 19 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.

A variation to increase the Academy's PAN does not require approval of the Secretary of State no matter when it is proposed.

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

28 The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted the proposed changes as outlined at paragraphs 18 and 19 above.

29. Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The 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.

30. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

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