

# Stanley Grove Primary Academy

## Admissions Policy Academic Year 2018/19

### Introduction

Under the terms of the coordinated admissions scheme, the LA is responsible for coordinating the admission of all children to Manchester schools and academies. It is the responsibility of the governing Body of Bright Futures Educational Trust to draft, consult on and determine the admission arrangements of all academies within the trust. This policy includes admissions arrangement for Stanley Grove Primary Academy.

### Application Procedures

All parents are required to apply to their home LA regardless of where the school / academy they are applying for is situated. Manchester residents will apply to the Manchester LA. The LA will liaise with other Admissions Authorities in Manchester and other LA's where required. Manchester LA will inform parent / carers in writing of the outcome of their application. Application forms are available from [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions) and can be requested by phone on 0161 245 7166. They should be returned to

Integrated Admissions Service  
Manchester City Council  
P O Box 532  
Town Hall  
Manchester  
M60 2LA

Or

[School.admissions@manchester.gov.uk](mailto:School.admissions@manchester.gov.uk)

### Admission Arrangements

These arrangements are without prejudice in accordance with the DfE School Admissions Code 1st February 2012. These admissions arrangements apply to applicants seeking a place in Reception. Applications for admission to the Nursery will be dealt with by Stanley Grove Primary Academy.

Parents / carers of children who are admitted for Nursery provision MUST apply through the Local Authority for a place at the academy if they want their child to transfer to the Reception class in the same academy.

## **For Reception admissions:**

1. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age (05 years), and
2. Parents can request that their child takes up the place part time until the child reaches compulsory school age.

## **Published Admission Number (PAN)**

A published Admission Number (PAN) is the number of places a school / academy has in the 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.

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.

## **The Published Admission Number for entry in the 2017/18 academic year is:**

Stanley Grove Primary Academy (Reception)	90
Stanley Grove Primary Academy (Nursery)	60

## **Oversubscription Criteria – Reception- Year 6**

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 school have been offered.

The oversubscription criteria for all year groups (Reception – Year 6) is as follows:

1. Children who are looked after by a Local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residency order or special guardianship order.
2. If a parent / carer has chosen a particular 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 school. Parents / carers must also provide documented social, medical or psychological evidence in support of the application from an appropriate independent registered professional which clearly explains why the child should attend this school.
3. Children of staff – where staff member has been at the school for more than two years when the application is made, or, where the staff member has been recruited to fill a vacancy where there is a demonstrable skills shortage. Staff is defined as all staff in the school.
4. Children with older brothers or sisters (including adopted siblings, fostered siblings, step siblings and those living as siblings in the same family unit), attending the Academy or any member school of the Bright Futures Educational Trust at the date of the younger child's admissions.
5. Distance – children whose permanent home address is closest to the academy will be given priority. This will be measured in a straight line from the child's permanent home address to the centre of the Academy building.
6. If there are more children in any of the individual categories than there are places remaining, then those children who live nearest to the school by a straight line (radial) measure will have

- priority. The distance is measured using a geographical information system and the measurement is taken from the centre point of the Academy to the centre point of the home.
7. If siblings from multiple births (twins, triplets, etc.) apply for a place and the Academy would reach its Published Admission Number after admitting one or more, but before admitting of all those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its Published Admission Number.
  8. In the unlikely event of a tie-breaker situation, the applicant will be chosen by random allocation.

### **Oversubscription Criteria – Nursery**

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 school have been offered.

The oversubscription criterion is as follows:

1. Children who are looked after by a Local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residency order or special guardianship order
2. Children of staff.
3. If a parent / carer has chosen a particular 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 school. Parents / carers must also provide documented social, medical or psychological evidence in support of the application from an appropriate independent registered professional which clearly explains why the child should attend this school.
4. Children with older brothers or sisters (including adopted siblings, fostered siblings, step siblings and those living as siblings in the same family unit), attending the Academy or any member school of the Bright Futures Educational Trust at the date of the younger child's admissions.
5. Distance – children whose permanent home address is closest to the academy will be given priority. This will be measured in a straight line from the child's permanent home address to the centre of the Academy building.
6. If there are more children in any of the individual categories than there are places remaining, then those children who live nearest to the school by a straight line (radial) measure will have priority. The distance is measured using a geographical information system and the measurement is taken from the centre point of the Academy to the centre point of the home.
7. If siblings from multiple births (twins, triplets, etc.) apply for a place and the Academy would reach its Published Admission Number after admitting one or more, but before admitting of all those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its Published Admission Number
8. In the unlikely event of a tie-breaker situation, the applicant will be chosen by random allocation.

### **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.

Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application

was received or their name was added to the list.

Looked after children, previously looked after children or those allocated a place at school with a Fair Access Protocol will take precedence over those on the waiting list.

Waiting lists are maintained at academy level and coordinated with the LA. Where places are offered to children by the academy, the academy shall notify the LA and update the waiting list accordingly.

### **In Year Admissions (outside the normal round)**

All applications for In Year Admissions should be made directly to the LA. The LA will coordinate all applications. Where an application is received by the school, the school will forward the details to the LA. All academies shall update the LA on a regular basis of any in year allocations, their numbers on roll and vacancies.

If there are more vacancies at the academy than applicants then all applicants will be invited in to the academy for an admissions meeting. Following this meeting the academy should either:

1. Allocate a start date to the child provided the child is not considered to meet the criteria of the Fair Access Protocol or
2. Where the case has been identified as meeting the In Year Fair Access criteria, the case should be referred back to the LA and taken through the In Year Fair Access Protocol.

### **Fair Access Protocol – Manchester LA Fair Access Protocol states:**

The Fair Access protocol is designed to facilitate the school placement of young people not on the roll of a school who are seeking admissions to a Manchester school or academy, live in the city of Manchester and who fall into one of the categories mentioned below. It does not come into force if the pupil admission is during the standard transition process or for non-complex mid year admissions.

As a statutory requirement, the Protocol is in place because the School Admissions Code 2012 states that 'each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

### **Pupil Categories:**

The IYFAP is intended to apply to children of compulsory school age who have difficulty securing a school place and who also fall into one of the following categories:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- Children who have been out of education for two months or more;
- Children of Gypsies, Roma, travellers, refugees and asylum seekers;
- Children who are homeless
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers; and
- Children with special educational needs, disabilities or medical conditions (but without a statement)

This list is not exhaustive and the Admissions Team has the discretion to initiate the protocol for any other children who they feel appear unlikely to secure a school place within 4 weeks following the receipt of their application. The application of this protocol does not necessarily

mean a child is challenging, but instead that they are potentially vulnerable.

## **Appeals**

Under the terms of the Education Act 1998 there is a right of appeal to an Independent Appeals Panel against the decision made by the school. Parents will be offered their right to appeal via their Local Authority on 'National Offer Day' (1st March for High Schools and 16th April for Primary Schools).

**Approval date: March 2016**

**Review due: May 2017**