



ADMISSIONS AND ARRANGEMENTS POLICY 2020/2021

Vision

Our vision is to create a world class education within our academies to enable every pupil to realise their full potential and, in particular, their full academic potential.

Rationale

The Trust is aware of the need for all Academies to comply with The School Admissions Code issued under Section 84 of the Schools Standards and Framework Act 1998.

This Code applies to admission arrangements for all schools in England and imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions.

Introduction

- 1.1 Applications for places at Rushbrook Primary Academy will be made in accordance with Manchester City Council's primary school admission procedures, details of which are on Manchester admissions website: www.manchester.gov.uk/admissions.
- 1.2 The Principal and Governing Body of the Academy set the Year places for each academic year. For 2020/2021 this is as follows:

Nursery – 60
Reception – 90
Year 1 – 90
Year 2 – 90
Year 3 – 90
Year 4 – 90
Year 5 – 90
Year 6 – 90
- 1.3 Where fewer applications are received in any one-year group, the Academy will offer places to all those who have applied, unless the application is defined as an exception (see below).





2. Oversubscription

- 2.1 Where the Academy is oversubscribed with equal preference applications, the following criteria will be applied, in priority order:
- 2.2 Children in public care at the time when preferences are expressed and who are expected to be still in public care at the time of their admission to the Academy.
- 2.3 Children for whom the Academy accepts there are exceptional medical, social or welfare reasons which are directly relevant to the Academy. Documented social, medical or psychological evidence must be provided to support the application, from an appropriate independent registered professional which sets out why the Academy is the only school that can meet the child's needs and/or circumstances.
- 2.4 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 at the date of the younger child's admissions.
- 2.5 Children living within the Academy's geographical priority area (GPA).
- 2.6 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.

3. Pupils with a Statement of Special Educational Needs

- 3.1 Rushbrook Primary Academy will, subject to its right of appeal to the Secretary of State in relation to a named pupil, only admit pupils with a statement of special educational need specifically naming the Academy.
- 3.2 The admission of pupils with a statement of special educational needs will follow the assessment procedure for in year SEND admissions as outlined below. Such assessments will be undertaken by the SEND team in conjunction with any previous school data.

4. Waiting List

- 4.1 If, in any year, the Academy receives more applications for places than there are places, the Academy will operate a waiting list via school admissions.
- 4.2 The waiting list is open to any parent for his or her child's name to be placed on the list following either an unsuccessful application or an unsuccessful appeal and must enter the list via school admissions.
- 4.3 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.
- 4.4 Where places in the Academy become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.





5. Appeals

- 5.1 Parents/Carers have the right of appeal. All rights to appeal will be outlined by the Manchester City Council's Admissions Team.

6. Making an Application

- 6.1 Any parent/carer wishing to apply to Rushbrook Primary Academy for a place for their child in Years Reception to Year 6, must use the Application Form published by the Local Authority in which the applicant resides.
- 6.2 Manchester City Council's School Admissions Form is available from the Academy's Administration Office or as a document to download from Manchester City Council's website at www.manchester.gov.uk/admissions.
- 6.3 Applications received in any other format will **not** be considered. Parents/carers may photocopy the form but an original signature is required. Parents/carers are advised to make a copy of the completed form for their own records.
- 6.4 The closing dates for applicants residing in other authorities should be checked with that authority.

7. Exceptions

- 7.1 The School Admissions Code of Practice (2007) sets out the limited and exceptional circumstances in which an application to the Academy will not be accepted.
- 7.2 Exceptions are when the applicant has been excluded from two or more schools or when, in specific circumstances set out in the Code, the applicant is particularly challenging or deemed 'complex'.
- 7.3 Exceptions and referrals back to admissions will be made for those pupils who meet the In Year Fair Access Panel criteria outlined below:
- 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
 - Children with special educational needs, disabilities or medical conditions (but without a statement).
- 7.4 Parents/Carers are asked to seek further information from the school admissions team, if they believe their child falls in to either of the above categories.





8. In Year Admissions – please see Appendix 1

- 8.1 In Year admissions are requests for places in any year group received by the Local Authority or the Academy outside the ordinary admissions process after the beginning of the Autumn term.
- 8.2 Parents/Carers will be required to contact School Admissions when enquiring about an In Year school place as part of its overall role in co-ordinating admissions. School Admissions will liaise the Academy whether a place is available and School Admissions in collaboration with the Academy will then notify parents/carers of the outcome.
- 8.3 If the application is not successful, parents/carers have the right to appeal the decision to an independent Appeals Panel.
- 8.4 The arrangements for those pupils/pupils joining the Academy in Year are detailed in Appendix 1 which aims to promote the inclusion of new arrivals and to support all pupils/pupils arriving during the school year to achieve their full potential.
- 8.5 For managed move protocols please see Appendix 2.

Appendix 1
In Year Admission Process

Admissions Process

- A parent/carer who wants a place for their child at Rushbrook Primary Academy will be required to complete an Admission form. This can be obtained from any of the following:
 - Rushbrook Primary Academy Administration Office.
 - Manchester City Council offices.
 - Manchester City Council website.
- The completed form is returned to Manchester City Council.
- Manchester City Council Admissions Department produce a waiting list for Rushbrook Primary Academy.
- Where a pupil/pupil has specific needs or difficulties, places will be allocated through the Manchester “In Year Fair Admissions Protocol”, of which Rushbrook Primary Academy is a member.
- Once Rushbrook Primary Academy has been informed that a named pupil has been allocated a place, it will implement the following procedures to ensure a smooth admission and transition for the named pupils:
 - Contact the previous school/academy attended (if applicable) and send a request for information relating to:
 - Prior Attainment.
 - Attendance Record.
 - Behaviour Record / Log History for the named pupil.
 - SEN status/need and previous support/provision.





- On receiving all requested and relevant information, an admissions discussion is arranged with the pupil, parent/carer, admission team and appropriate member of SLT and/or other relevant bodies, for example The International New Arrivals Team/ SENDCO
- Admissions discussions times and dates vary dependent on demand for places and the number of pupils referred.
- At the admissions discussion the following will take place:
 - The pupil will be assessed according to need to ensure that an accurate baseline figure has been gauged; for general admissions this will be in the form of a CAT's test, for EAL pupils this will be in the form of a specified language test carried out by the EAL department and for SEND specific pupils this will be a focused SEND assessment carried out by the SENDCO and team.
 - A Rushbrook Primary Academy Admission Form is completed to collect the following information:
 - Details of any special educational needs, including EAL needs.
 - Any other specific needs the pupil has, including those that would make the pupil vulnerable.
 - Relevant Safeguarding information – private fostering situation, LAC.
 - Proof of parent's/carer's relationship to the pupil through a legal document such as a passport.
 - Proof of the pupil's date of birth.
 - Pupil ethnicity/religion
 - Pupil's medical history and relevant doctor's details.

The following information is given to the parents/carers and admitted pupil:

- Home School agreement
- Uniform requirements.
- Academy Behaviour Policy.
- Academy routines, expectations and standards.
- Details of how the pupil will be supported through the admissions process and beyond.
- Academy prospectus.
- New Admissions Handbook.
- Data Protection Letter.

Post Admissions Appointment Procedure

- Prior to this date, if all the information has been available, the following will have been completed by admissions staff:
- The pupil information will have been entered into the Academy Sims system.
- Academy staff will have been informed of the details of the pupil to aid integration into lessons.





Protocols for Pupil's/Pupil's First Day/Week

- The new pupil will arrive on an agreed date at the start of the Academy day 8.55am to be greeted and admitted into the Academy by the Admissions Manager
- During their first week, the new pupil will be paired up with a 'Buddy' by the Class Teacher, usually someone within the same form group to help the newly admitted pupil to settle quickly and to become a fully integrated member of the Academy community.
- Pupils identified as having SEND needs, will be referred to the SENDCO for assessment of need, after admission background information has been compiled as outlined above.
- Pupils who are classed as International New Arrivals will be referred to the EAL department for additional testing and assessment of language needs as outlined above.
- Pupils with specific SEND or EAL needs will have a personalised induction into the Academy to best support their specific needs, entering where necessary the Bridge unit, the EAL department or the Hub nurture areas.

Monitoring

The monitoring process is as follows:

- At the end of the first week, parents/carers will be contacted to report back and discuss any issues of concern arising from the pupil's first week in the Academy.
- If a pupil has not settled well, the Head of Year and/or Assistant Head of Year will arrange a meeting with the parent/carer to agree the actions needed to ensure the pupil is able to integrate into Academy life and realise their full potential. This may include identification of other relevant agencies to be involved in supporting the pupil and the production of a Pastoral Support Plan.

Managed moves

- All pupils with current school places within the district authority will be offered a managed move as opposed to a straight forward school admission. This will include:
- A meeting with parents/pupil and a representative from the previous school.
- The collation of previous school data on attainment, behaviour, attendance and any SEND information.
- Parents/pupils/school will be asked to sign Appendix 2 – outlining the expectations of the academy and the timeframe to which the managed move will be reviewed (usually one half term).
- Assessment of need will be identical to an in year admission in line with the Academy in year admission process described above.





Appendix 2

Rushbrook Primary Academy Managed Move Agreement.

Pupil Name _____ Date of Birth _____

Current school _____

Date of Managed Move meeting _____

The trial period for this managed move will be from _____ to _____

The agreement below states the terms of the managed move.

- 100% attendance
- No lates
- No behaviour incidents
- Completion of all homework
- Full school uniform

If _____ does not comply with the above conditions this will result in a negative outcome at the end of their managed move or termination of the managed move and the pupil will return to their current school with immediate effect.

Whilst being at Rushbrook Primary Academy _____ will be here as a Guest pupil and will therefore remain on roll at the current school. Rushbrook Primary Academy will inform their current school at the end of the trial period the outcome of their managed move.

Agreement of Managed Move.

I agree to the managed move conditions as confirmed above.

Pupil Name _____ Pupil Signature _____

Parent Name _____ Parent Signature _____

Current School Representative's Name _____

Current School Representatives Signature _____

Vice Principal Name _____ signature _____

