



MEA Central

Admissions Policy

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**DETERMINED ADMISSION ARRANGEMENTS FOR MEA CENTRAL
2022 - 23**

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Introduction

The Academy Trust of MEA Central is the Admissions Authority and is therefore required to draft, consult on and determine their admission arrangements.

Where there are more applicants than places available, the school 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 in the normal round and for applicants applying in year.

Application Procedures

All parents/carers are required to apply to their home Local Authority (LA) regardless of where the school/academy they are applying to is situated. Manchester residents should 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 Admission Service
Manchester City Council
PO Box 352
Town Hall
Manchester
M60 2LA

OR

school.admissions@manchester.gov.uk

Published Admission Numbers (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 PAN 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 school have changed since the year of entry, a place may be refused even if the admission number has not been reached.

The PAN for MEA Central is 210.

All children whose statement of special educational needs or Education, Health and Care plan names the school must be admitted.

Oversubscription Criteria

The oversubscription criteria will be applied to all applicants only where there are more applicants than places available. All applicants will be placed in a priority order determined by the oversubscription criteria which are set out, in order, below. Places will be offered to the applicants with the highest priority until all places at the school have been offered.

Category 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 who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately after being looked after;

Category 2 – children with exceptional medical / social needs;

If a parent has chosen MEA Central because the child has exceptional social or medical circumstances or the parent is disabled;

Category 3 – children with a sibling at the school.

A sibling is defined as an older brother or sister including adopted siblings, stepsiblings and foster children;

Category 4 – All other children.

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Proximity to the school is used as a tie-breaker with 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 a place will be made by random selection overseen by someone independent of the School.

For parents 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 Local Authority, acting on behalf of the school, to determine which address will be used for the purpose of admission. Should the Local Authority 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 1 – LAC/PLAC

A looked after child is a child who is (a) in the care of an English local authority, or (b) being provided with accommodation by such a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act, 1989)

Category 2 – Exceptional medical/social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent has chosen MEA Central 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 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 the school.
- If supporting evidence is not supplied with the category 2 application the application cannot be considered under category 2.

Category 3 – Sibling

- A sibling is defined as an older brother or sister attending MEA Central when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children.

Waiting Lists

Waiting lists will be held in criteria order according to the oversubscription criteria above. Places will be allocated in accordance with the 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.

Waiting lists will be held for the term in which an application is made. At the end of each term (Autumn, Spring and Summer) all applicants will be removed from the waiting list. If an applicant wishes to remain on the waiting list they will need to reapply at the beginning of each term. Details of the waiting list process will be on the application forms and on the offer letters sent to applicants.

Appeals

Parents / Carers have the right to appeal to an Independent Appeal Panel against any refusal of a school place. Parent/Carers who wish to exercise this right must state their intention either online at www.manchester.gov.uk/schoolsappeals or writing to: School Appeals, PO Box 532, Town Hall, Albert Square, Manchester, M60 2LA within 28 days of receipt of notification letter. Information on the timetable for appeals process is available on our website.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. When such a request is

made the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned taking into consideration the following:

Parent's views, information about the child's academic, social and emotional development, where relevant their medical history and the views of a medical professional, whether they have been previously educated outside of their normal age group.

The school will set out clearly the reason for their decision. To apply for a place outside of the normal age for entry into a year group parents should apply through the normal process, completing the local authority's application form and return to school.admissions@manchester.gov.uk or in writing to:

School Admissions, PO Box 352, Town Hall, Albert Square, Manchester, M60 2LA.

Late Applications

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

15.0 Secondary Admission Round - Late Applications

15.1 The closing date for applications will be 1 November 2021. Any School Application Forms (SAFs) received after the closing date will be processed as late applications. This means an offer Final v1 Page 9 of a school/academy place will be made after all on time applicants have been processed. Late applications for Manchester schools/academies may result in parents/carers not being offered a place at their preferred school/academy.

15.2 The LA will only process applications received after the deadline date as on time applications if there is a good reason for late submission. Such applications are valid late applications. A valid late application will include situations where children move into Manchester after the closing date.

15.3 Where possible late applicants will be sent an offer letter on 01 March 2022.

15.4 Applications received after the 01 March 2022 will be notified of the outcome of their application as soon as possible.

15.5 SAFs for Out of Authority Area schools and academies, received after the closing date will be passed to the school/academy with a note that it has been received late. It will be for that Admission Authority to decide how it wishes to process the application.