

## **Admissions Policy and Procedure for entry in September 2012**

The Academy will consider all applications. Where fewer than 180 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).

Manchester Academy is a member of the United Learning Trust which has a Christian ethos. The Academy accepts students of all faiths and none.

Students with a statement of special educational needs that names the Academy in the statement will be given a special priority over other admissions. If a child has a statement of special educational needs and you require further advice on primary to secondary transfer, please contact the Special Educational Needs section of the Local Education Authority of the area you live in.

### **Over Subscription**

If the number of applications for admissions is greater than 180 after allocating places to those with a statement of special educational needs, places will be allocated in accordance with the following criteria applied in the order in which they are set out below.

- i. **Students who are in public care (looked after children) on the date of the application.**
- ii. **Students with significant specific medical, social or special educational needs which are not covered in a statement of special educational needs.**

The significant specific need which parents may ask to be taken into account must:

- relate directly to the student;
- be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education.

Parent(s) wishing to make an application on the basis of this criterion must demonstrate that the Academy is uniquely suited to meet the need described in their application and that no other school can meet these needs.

Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy.

*Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information.*

- iii. **Students with a sibling or siblings currently attending the Academy who will continue to do so on the date of admission.**

The term sibling means a full, step, half, adopted or fostered brother or sister but not cousins. The Academy reserves the right to ask for proof of relationship.

#### **iv. Students who live the nearest distance to the Academy.**

The distance which determines how far the student has to travel to the Academy is the shortest walking distance along public highways and footpaths between the door to the student's permanent address and the nearest entrance to the main school building.

The student's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residency can be requested at any time throughout the admissions process. Parent(s) may be asked to provide their original Council Tax and Child Benefit documents.

*If false or misleading information is used to gain entry to the Academy the offer of a place will be withdrawn and the application cancelled.*

#### **Waiting List**

If in any year the Academy receives more applications for places than there are places available, the Academy will operate a waiting list until a month after the admission date. It is open to any parent to ask for his or her child's name to be placed on the waiting list following either an unsuccessful application or an unsuccessful appeal.

The child's position on the waiting list will be determined solely in accordance with the over subscription criterion set out above. Where places in the Academy become vacant, they will be allocated to children on the waiting list in accordance with the over subscription criterion.

#### **Appeals**

Parent(s) have the right of appeal to the Academy's Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. Further assistance is available at the Academy Office.

#### **Making an Application**

Any parent wishing to apply to Manchester Academy for a place for their child in Year 7 in September 2012 must use the Common Application Form published by the Local Authority in which the applicant resides.

This form is available from offices of your local Council. The Manchester LEA Common Application Form is available also from the Academy Office (see address at the bottom of this document) or as a document to download – [http://www.manchester.gov.uk/info/100005/education\\_and\\_schools](http://www.manchester.gov.uk/info/100005/education_and_schools)

Applications received in any other format will not be considered. Parent(s) may photocopy the form but an original signature is required. Parent(s) are advised to make a copy of the completed form for their own records.

## **Closing Date for Applications**

The closing dates for applicants residing in other authorities should be checked with that authority.

Applications should be posted or delivered to arrive at the address given on the Common Application Form by the time stated. Parent(s) applying after this date should attach a covering letter to explain why their application is late. Late applications may not be considered until after consideration has been given to those applications received by the deadline.

## **Offer of Places**

Parent(s) will be notified in writing at the beginning of March 2012 of the outcome of their application. For those who are unsuccessful, parent(s) will be notified in writing as to the reason(s) why it has not been possible to allow the child to attend the Academy. Parent(s) will be given more detailed information about the process for appeals at that time. The closing date for appeals to be lodged, normally 28 days after the notification of a place not being offered, will be stated clearly.

Those who are accepted to the Academy will receive further information once they have been notified of their place and an invitation extended for student and parent(s) to meet with the Principal.

## **Exceptions**

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. These 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. Parent(s) are asked to seek further information from the Principal if they believe their child falls into either of these categories.

## **Contact Details**

Principal: David Bromfield

Academy Office: Manchester Academy  
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