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Admissions Policy

2019

Application Procedures

All parent/ carers are required to apply to their home LA regardless of where the school/academy they are applying is situated. Manchester residents will 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.

Application forms are available from 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

These admission arrangements apply to applicants seeking a place in Reception up to Year 11 for the schools listed in appendix 1. Applications for a Nursery of a Manchester school will be dealt with by the school, not by the LA. Applicants should apply direct to the school for a Nursery place.

The LA is obliged to include in these arrangements the following provisions that apply to parents/ carers making applications for a Reception place only;

- a) The arrangements do not apply to those being admitted for nursery provisions including nursery provision delivered in a co-located children's centre;
- b) Parents/ carers of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class;
- c) Attendance at the nursery does not guarantee admission to the school;
- d) Parents/ carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent would not

however be able to defer entry beyond the beginning of the term after the child's fifth birthday;

- e) Parents can request that their child attends part-time until the child reaches compulsory school age.

Published Admission Numbers (PAN)

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

Oversubscription Criteria

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. There are different oversubscription criteria for entry into:

- Reception in September (Primary Admissions Round)
- Year 7 in September (Secondary Admissions Round)
- Reception up to Year 11 during the academic year (In Year Admissions)

Primary Admissions Round – Oversubscription Criteria

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 are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);

Category 2 – children with exceptional medical/ social needs;

Category 3 – children with a sibling at the school;

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 home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authorities computerised measuring system, with those living closer to the school receiving higher priority.

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 the application to enable the Local Authority 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 2 –

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children's Services.
- If a parent 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 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 to state in full the exceptional social/ medical reasons why the child should attend this school.
- If supporting evidence is not supplied with a category 2 application, the application will be refused.

Category 3 – Sibling

- A sibling is defined as a brother or sister attending the applied for school when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children.
- Siblings who are in a nursery class of the primary school will not give the applicant a sibling priority.

Secondary Admissions Round – Oversubscription Criteria

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 are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);

Category 2 – Children with exceptional medical/ social needs;

Category 3 – Children with a sibling at the school;

Category 4 – Children who attend a Manchester LA maintained primary school or academy;

Category 5 – 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 home 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.

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 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 2 – Exceptional medical/ social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children's Services.
- If a parent 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 must also provide a letter from a doctor or social worker for choosing the school. Parents must also provide a letter from a doctor or social work as supporting evidence. The LA will then send a category 2

application form allowing the parent to state in full the exceptional social/ medical reasons why the child should attend this school.

- If supporting evidence is not supplied with a category 2 application the application will be refused.

Category 3 – Sibling

- A sibling is defined as a brother or sister attending the applied for school when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children;
- Sibling criteria as specified above will be applied with the exception of siblings who are attending the 6th form of a secondary school or academy.

In Year Admissions – Oversubscription Criteria

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 are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);

Category 2 – Children with exceptional medical/ social needs;

Category 3 – Children with a sibling at the school;

Category 4 – children who have moved into Manchester and are without an offer of a school place;

Category 5 – 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 home 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.

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 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 2 – Exceptional medical /social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children's services.
- If a parent 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 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 to state in full the exceptional social /medical reasons why the child should attend this school.
- If supporting evidence is not supplied with a category 2 application, the application will be refused.

Category 3 – Sibling

- A sibling is defined as an older brother or sister attending the applied for school when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children;
- Sibling criteria as specified above will be applied with the exception of siblings who are attending the 6th form of a secondary school or academy.

Category 4 – New to Manchester

- A child is considered new to Manchester when they;
 - a) Move into the City from abroad and make an application within the same academic year;
 - b) Move into the City from another LA and make an application within the same academic year and it is unreasonable to expect them to attend their previous school.
- A child who is new to Manchester will be prioritised for their preferred schools. These applicants have not had the opportunity to apply during the normal admission round when they may have had a reasonable chance of being offered a preferred school.
- All preferences will be considered equally and if more than one preference can be offered the highest ranked preference will be offered. If no preference can be offered an alternative offer of the closest Manchester school with vacancies will be made. Once a preference or a reasonable alternative offer is made, the applicant will no longer be considered in this category.

- A reasonable offer is defined as:
 - a) A primary school or academy within 2 miles of the home address
 - b) A secondary school or academy within 3 miles of the home addressAll measurements are straight line measurements as described above.

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.

For the Primary and Secondary Admissions Round a waiting list will be held up to the end of the Autumn Term. At this point applicants will be required to re apply for the school should they wish to stay on the waiting list.

For the InYear applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from all waiting lists. The only exception to this will be if the applicant has not been offered a place. In this circumstance the applicant will be kept on the waiting list for the next term. Details of the waiting list process will be on the application forms and on the offer letters sent to applicants.

Late Applications

Waiting lists will be held in criteria order using the oversubscription criteria in the school’s admission arrangements. Waiting lists are not 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.

The following excerpt for the Admissions Scheme 2019/2020 describes how late applications will be dealt with.

9.0 Primary Admission Round – Late Applications

- 9.1** The closing date for applications will be 15 January 2019. Any SAFs received after the closing date will be processed as late applications. This means an offer of a school place will be made after all on time applicants have been processed. Late applications for Manchester school’s may result in parents/ carers not being offered a place at their preferred school.

- 9.2** 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, before offers of places are made. Late applications with reasons for late submission will only be considered up to the 4 February 2019. This is the date when application information is exchanged with other LA's.
- 9.3** Where possible late applicants will be sent an offer letter in April 2020.
- 9.4** Applications received after April 2018 will be notified of the outcome of their application as soon as possible.
- 9.5** SAFs for OAA schools and academies received after the closing date will be passed to the school 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.

15.0 Secondary Admission Round – Late Applications

- 15.1** The closing date for applications will be 31st October 2019. Any SAFs received after the closing date will be processed as late applications. This means an offer of a school place will be made after all on time applicants have been processed. Late applications for Manchester schools may result in parents not being offered a place at their preferred school.
- 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, before offers of places are made. Late applications with reasons for late submission will only be considered up to the 13th November 2019. This is the date when application information is exchanged with other LAs.
- 15.3** Where possible late applicants will be sent an offer letter on 1 March 2019.
- 15.4** Applications received after the 1 March 2019 will be notified of the outcome of their application as soon as possible.
- 15.5** SAFs for OAA schools received after the closing date will be passed to the school 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.

