



Manchester
Communication
Primary
Academy

Manchester Communication Primary Academy

ADMISSION

Policy 2021/22

Approval History

Approved By:	Date of Approval	Version Approved	Comments
DFE	18/07/14	Yes	
Academy Trust Board	08/14		
Ofsted	08/14		
Governing Body	09/20		
	09/21		

Revision History

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked	Owner/ Editor
17/03/15		Updated in line with MCC changes to admission policy	No	Sue Farrimond
30/11/16		Checked and dates updated	No	Sue Farrimond
25/09/17		Links checked and dates updated	No	Sue Farrimond

CONTENT

<u>Introduction</u>	1
<u>Application Procedure</u>	1
<u>Publish Admission Number (PAN)</u>	2
<u>Oversubscription Criteria</u>	2
<u>Primary Admissions Round - Oversubscription Criteria</u>	2
<u>In Years Admissions - Oversubscription Criteria</u>	3
<u>Waiting Lists</u>	5
<u>Appeals</u>	5

Introduction

Manchester Communication Primary Academy's board of governors is the admission authority for Manchester Communication Primary Academy. It is therefore required to draft, consult on and determine the admission arrangements. Where there are more applications than places available, the Academy will apply the admission arrangements set-out in this policy to determine who will be offered a place.

This policy is written based on Manchester Council's admissions rules, which can be found here: https://secure.manchester.gov.uk/info/705/school_admissions/6588/primary_schools_councils_admission_rules

Application Procedure

All parent/carers are required to apply to their home Local Authority (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 Admissions Authorities in Manchester and other LAs 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 alternatively, paper forms are available and can be requested by phone on 0161 245 7166.

They should be returned to: The 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 for at Manchester Communication Primary Academy.

Applications for admission to the nursery of Manchester Communication Primary Academy will be dealt with by the Academy, not by the LA. Applicants should refer to MCPA's nursery admission policy and should apply direct to MCPA for a nursery place.

The LA is obliged to include in these arrangements the following provisions that apply to parent/carers making applications for a place in reception only:

- a) The arrangements do not apply to those being admitted for MCPA nursery provision;
- b) Parent/carers of children who are admitted for nursery provision must also apply for a place at Manchester Communication Primary Academy, if they want their child to transfer to the reception class;
- c) Attendance at MCPA nursery does not guarantee admission to the Academy;
- d) Parent/carers can request that the date their child is admitted to the Manchester Communication Primary Academy 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 of a summer born child may request that they are admitted out of their normal age

- group – to reception rather than year 1.
- f) Parents can request that their child attends 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 school/academy have changed since the year of entry, a place may be refused even if the admission number has not been reached.

The published admissions number (PAN) for Manchester Communication Primary Academy for entry into the reception cohort is 60.

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),
- Reception up to year 6 during the academic year (In Year Admissions).

Primary Admission 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 Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Notes:

Category 2 – Children with 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 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, step-siblings and foster children;
- Siblings who are in a nursery class of the primary school will not give the applicant a sibling priority.

In Year Admissiion – Oversubscription Criteria

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

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.

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 may be applied whether the sibling is older or younger than the applicant with the exception of siblings who are in a nursery class of a primary school.

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 or academy with vacancies will be made. Once a preference or an alternative offer is made, the applicant will no longer be considered in this category

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 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 Academy should they wish to stay on the waiting list. For In Year 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.

Appeals

Appeals will not be heard if the year group is already at PAN.

During Covid partial closure, it may not be possible to adhere to the timescales as indicated below.

Appeals should be written and sent to Manchester Communication Primary Academy, Parkstead Drive, Harpurhey, Manchester, M9 5QN marked for the attention of the Headteacher. This must be received by the school within 20 days of the notification by school being sent to parents (see the date on the letter).

Upon receipt of an appeal, the school will convene a hearing. Parents will be given at least 10 days’ notice.

At the hearing:

There’s a panel of 3 or more people at the appeal hearing. The panel must be independent and must follow the [school admission appeals code](#).

1. The admission authority will explain why they turned down your application.
2. You’ll be able to give your own reasons why your child should be admitted.
3. The appeals panel must decide if the school’s admission criteria were properly followed and comply with the [school admissions code](#).
4. If the criteria were not properly followed or do not comply with the [school admissions code](#) your appeal must be upheld.
5. If your reasons for your child to be admitted outweigh the school’s reasons for not admitting any more children at all, your appeal will be upheld.
6. You will usually be sent the decision within 5 school days.