



## Admission Arrangements 2020 – 2021

### E-ACT Blackley Academy

*E-ACT (the “Academy Trust”) is the admissions authority for Blackley Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Manchester since this is the local authority area within which the Academy is located.*

Date of Approval: September 2020

Date of Review: September 2021

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle.

*Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.*

### Academy context

The Academy is based in Blackley, in the authority of Manchester LA.

Our Published Admission Number (PAN) are as follows:

Nursery:	60
Reception:	60
Year 1:	60
Year 2:	60
Year 3:	60
Year 4:	60
Year 5:	60
Year 6:	60

### How to apply for a place

All parents are required to apply to Manchester LA regardless of where the school/academy they are applying for is situated. The LA will liaise with other Admissions Authorities and Local Authorities where required. Manchester LA will inform parent/carers in writing of the outcome of their application.

Application forms and the Guide for Parents for Entry into Primary School and other information are available at:



Website Address: [https://www.manchester.gov.uk/info/500321/primary\\_school\\_admissions](https://www.manchester.gov.uk/info/500321/primary_school_admissions)  
Telephone: 0161276 2941  
Email: [schooladmissions@manchester.gov](mailto:schooladmissions@manchester.gov)

### **Admissions Criteria**

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Local Authority SEN team. The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

### **Oversubscription Criteria**

If there are fewer applicants than there are places available for Nursery entry in September 2022, everyone who applies will be offered a place.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. If there are more applicants than there are places available after the admission of pupil with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be followed, in order, to determine who will be offered a place:

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 residency order or special guardianship order.
2. If a parent / carer 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 / carers must also provide documented social, medical or psychological evidence in support of the application from an appropriate independent registered professional which clearly explains why the child should attend this school.
3. 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.
4. Distance, children whose permanent home address is closest to the academy will be given priority. This will be measured in a straight line from the Child's permanent home address to the centre of the Academy building.
5. If there are more children in any of the individual categories than there are places remaining, then those children who live nearest to the school by a straight line (radial) measure will have priority. The distance is measured using a geographical information system and the measurement is taken from the centre point of the Academy to the centre point of the home.



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.

7. In the unlikely event of a tie-breaker situation, the applicant will be chosen by random allocation.

### **Tie-breaker**

A tiebreak will be used if 2 applications have addresses that measure the same distance from a school.

For example, if 2 applications had identical home to school distance measurements, a random tiebreak would be used to decide which applicant is offered a place.

Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority.

If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

### **Twins, Triplets and other children of multiple births**

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

### **Split residence**

If the residency of a child is split between both parents, we consider the home address to be the address where the child lives for the majority of the school week (Monday to Friday). Parents will be required to complete and return a split residency form detailing the split.

If the child spends equal amounts of time at both addresses, an address will be asked to nominate to use for the purpose of allocating a school place. If an address is not nominated, the address that at which child benefit is received shall be used. If you do not receive child benefit the address being used for GP registration purposes.



## **Admission to the Nursery**

The timeline and oversubscription criteria for a place in a nursery class are the same as for a reception place. The council does not co-ordinate applications for nursery places.

Applications for a nursery place must be made as per Manchester LA's published key dates or put in your academy directed dates for this. If the nursery is oversubscribed, the Academy's Oversubscription Criteria will be applied.

## **Late Applications**

Late Applications and changes after the closing date Application forms must be received by Manchester's published key dates. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time. Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date. Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

## **Changes of Address after the closing date**

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

## **Notification and acceptance of places**

This is the timeline of notification and acceptance and the onus is on the person making the application to a notify Manchester LA to accept or decline the offer:

[https://www.manchester.gov.uk/info/500321/primary\\_school\\_admissions](https://www.manchester.gov.uk/info/500321/primary_school_admissions)



## **Waiting Lists**

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list. Applicants, who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. A new application will have to be made for a new academic year.

## **In-year applications**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group. The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

Applications can be made by applying to Manchester Admissions directly. Once the application is made, Manchester Admissions will allocate a place as per our oversubscription criteria when a place becomes available. Please note that you will need to accept the place within 14 days or you will lose the offer of a place and considered to have declined a place.

Please note that you may be asked for further proof if applying under medical/social needs etc. You will be placed on the waiting list and places will be allocated as they become available and prioritised according to our over subscription criteria.



## **Deferred Admission**

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. The term 'summer born' is used to refer to children born from 1 April to 31 August. All parents can request that the date their child is admitted to the school is deferred but not beyond the point at which the child reaches compulsory school age. This allows parents to apply for a school place and to take up that place during the Reception year without jeopardising the offer of a place. This is a decision for the parent to make, taking all factors into account, including the advice of educational professionals. Those parents who decide that their child should defer must inform the Academy. Where a parent does not inform the Academy that admission is to be deferred and does not admit the child in September, the place will be withdrawn and may be offered to another child. Where a child is not of statutory school age, the academy, in consultation with the parents, may defer entrance or have a "staged" induction if it is deemed to be in the best interest of the child. All children will have a period of half day attendance as part of their induction process. Children born in the summer term, however, are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Should the parent wish their child to be admitted to Reception the following September, rather than Year 1, they may request that they are admitted out of their normal age group as a Delayed Admission.

## **Appeals Procedure**

Parents can choose to appeal against the decision of the Academy Trust not to offer their child a place at the school. Manchester administer any admissions appeals on behalf of the Academy Trust. To appeal against the decision not to offer their child a place, parents must complete the appeal forms that are available on the Manchester website [www.manchester.gov.uk/schoolappeals](http://www.manchester.gov.uk/schoolappeals) or from the Manchester Admissions Team (0 161 2762941). To be considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date. The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.



## **Fair Access Protocol**

The Academy complies with Manchester's Fair Access Protocol (FAP). The purpose of the FAP is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly, so that the amount of time any child, especially the most vulnerable, who remains out of education is kept to a minimum. The FAP will only be used once the in-year admissions process has been exhausted.

## **Appendix 1**

### **Children who are looked after or were previously looked after**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Sibling**

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs or Education, Health and Care Plan that names the school the other twin will be treated as having a sibling link for that academic year.

### **Parent**

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.



## **Appendix 1**

### **Definitions**

#### **Distance**

Distance is defined as the straight-line measurement between the home address of the child when the application is made and E-ACT Blackley Academy.

#### **Home Address**

Home address is defined as the residence where a child must live there when the application is made and when a child starts the school in September. If renting a property, the tenancy agreement must cover the time of application until the time of starting school.

#### **Children who are looked after or were previously looked after**

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#### **Medical or social needs of the child**

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

#### **Medical reasons relevant to parent(s)**

Parent(s) for whom it can be demonstrated that they have a particular medical or social need.



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