

Admissions and Appeals policy for the admission year 2024-25

Responsibility for review: Executive Principal

Date of next review: October 2023

Last consultation period: August 2022

Determined by: Trust Board – 12 January 2023



Admissions

Dixons Newall Green is a new secondary free school located in the Wythenshawe district of Manchester, England and will open in September 2023 for Year 7 students. The school will grow year by year until it has students aged 11 to 16 by 2027.

Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities
- resolving a situation where there are many more applications than places available
- providing a consistency of approach in a potentially emotive area
- demonstrating that we are applying our oversubscription criteria equally and fairly
- ensuring that children with special educational needs and disabilities, and vulnerable children are not treated less favourably than other applicants
- working collaboratively with all schools within the local authority to improve behaviour and reduce exclusions by participating in the writing of and adhering to the Fair Access Protocol.

The aims are:

- to ensure that places are awarded fairly and openly
- to ensure that parents / prospective students are aware of the admissions procedures
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span
- to demonstrate that our procedures comply with the School Admissions Code
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their applications which complies with the School Admission Appeals Code.

Procedures for Year 7 entry

The admissions arrangements are:

- a) There are 140 places in Year 7.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admissions Scheme, as published on the Manchester City Council's [website](#). Where an academy receives more applications than places available, the oversubscription criteria for admissions will apply.
- c) The local authority will process applications outside the normal authority process for co-ordinating school offers. Therefore, applications must be made on the LA Common Application Form (CAF) for **all your choices of school** including this school. The CAF for those residing in Manchester can be found on Manchester City Council's [website](#).

Oversubscription criteria

The Academy has an agreed admissions number of 140 children for entry in Year 7. The Academy will accordingly admit up to 140 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 140 or fewer apply.

If the Academy is oversubscribed, after the admission of children with an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) looked-after children or children who were previously looked after. See note 1 for a definition of these terms.

Those wishing to apply for a previously looked-after child need to complete a Previously looked-after child supplementary form (appendix 1) and submit this to the Academy along with a copy of the adoption certificate or court order. In accordance with the Accessibility Regulations, if you are unable to access this form but are applying under section a) you must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority or state care outside England) with your application.

Allocation of a place will be decided based on the information received.

- b) Children who have exceptional social or medical need, supported by a written recommendation from the child's paediatrician / consultant or a professional from Children's Services. The recommendation **must** explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child. If evidence is not submitted with the application, a child's medical or social needs cannot be considered.



Those wishing to apply under this category need to complete an Exceptional need supplementary information form (see note 2 and appendix 2) and submit this directly to the Academy with the supporting evidence. The Governing Body will decide on prioritisation for a place based on the information received and parents will be informed of the outcome before the end of December.

In accordance with the Accessibility Regulations, if you are unable to access this form but are applying under section b) you must provide the following information to the academy at the time you apply:

- Your child's name, date of birth and address
 - What precise support your child requires due to their specific needs
 - Why only our school can provide the support needed to meet your child's needs and no other school can
 - You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are any why, in their view, only our school can meet that need. Without this evidence, your child's needs cannot be considered
- c) Up to 2 children of staff, who have been in post for at least two years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 3 for how to apply.
- d) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 4 for a definition of sibling).
- e) Admission of children based on proximity to the Academy using straight-line measurement from the school to the home address (see note 5). The distance measurements use LLPG coordinates for the Academy and the residential property. Straight line distance is then measured between the two sets of coordinates using GIS mapping. If the home address cannot be matched, the centre of the dwelling will be used.

Tie-break

If in categories c) and d) above, a tie-break is necessary to determine which child is admitted, the place will be decided based upon proximity to the Academy using straight-line measurements (as detailed in category e)).

Where two or more children in these criteria live equidistant from the Academy, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

Notes

1. 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).
A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, child arrangements order or special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England¹ and ceased to be so because of being adopted.
2. The Exceptional Need supplementary information form is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).
3. Children of staff applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer stating the name, post, and length of service of the member of staff, the name of the Academy, and the child's name and date of birth.
The e-mail or letter is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).
4. In addition to brothers and sisters, the term sibling includes half, adopted, step or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house. Where a child is allocated a place and they have a sibling or twins or triplets applying for the same year group, and only one place is available the sibling/s will also be offered a place/s.
5. 'Home address' is identified as where the child usually lives with their parent or carer. Where shared care arrangements are in place, both parents must agree which address will be used on the application to Leeds local authority and this should be the address where the child lives for the majority of the week. If no declaration is received by the closing date, Leeds LA will take the home address as being where the child is registered with their GP. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.
6. The applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top of the list to the biggest number at the bottom. The randomisation process will be overseen by an independent person not connected to the academy.

¹ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.



Calendar for admission

August / September 2023

Local authority information and common application (CAF) is made available.

September / October 2023

Open event – for details of this, please see the Academy website.

31 October 2023

Deadline for receipt of:

- local authorities' common application / preference form (CAF / CPF)
- supplementary information forms and any supporting documentation in relation to applications for previously looked-after children and those applying under exceptional need
- letters or e-mails in relation to applications under children of staff oversubscription criteria

1 March 2024

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

Late applications

All applications received by the LA after the deadline will be considered to be late applications, unless they are considered a valid late application by the LA². Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

In-year admissions

There are 140 places in Years 7 and 8. The academy opened in September 2023 for Year 7 students. The school will grow year by year until it has students aged 11 to 16 by 2027.

Parents wishing to apply for a place at the academy, need to complete an application form available from the following website: <https://www.manchester.gov.uk/>

Where vacancies occur, places are not offered based on the length of time children have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies more highly within the criteria than children already on the list because each time a child is added, the list will be ranked again in line with the published oversubscription criteria.

Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will decide on the based on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

² As indicated within the Determined Co-ordinated admissions scheme published at <https://www.manchester.gov.uk/>



Parents should submit an e-mail or letter to the Governing Body, via the Admissions Officer, to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- 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 previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the Governing Body refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

Waiting lists and Appeals

Waiting lists

If your child is not offered a place at the Academy for Year 7, your child's details will automatically remain on the waiting list for the Autumn term i.e. until the end of December. You will need to make a fresh application in January for your child's details to remain on the waiting list (see In-Year Admissions section for how to apply).

For in-year applications, the details will remain on the waiting list until the end of the term in which you apply. You will need to make a new application the following term if you wish to re-apply for a place.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Manchester Local Authority for information on how to appeal. Information on the timetable for the appeals process is available at: <https://www.manchester.gov.uk/>