



Admissions Policy 2023-24

Approved by Trustees: March 2023

Review date: March 2024

Version	Date	Author	Summary of Changes	Ratified
V1	March 2023	J.Kennedy	Explained SAFs and OAAs and deducted High Schools	March 2023

Introduction

Under the terms of the co-ordinated admissions scheme, the Local Authority (LA) is responsible for co-ordinating the admission of all children to Manchester schools and academies.

It is the responsibility of the Trustees of LINK Learning Trust, to consult on and determine the admission arrangements of all schools within the trust. This policy sets out the admission arrangements for Barlow Hall and Brookburn Primary School.

Please refer to LINK Learning Trust's summer born admission policy for parents that are considering offset admission to reception.

Equality Duty

This policy is underpinned by the key principles of the Equality Act 2010.

Application Procedures

All parents are required to apply to their home LA regardless of where the school/academy they are applying for is situated. Manchester residents will apply to the Manchester LA. The LA will liaise with other Admission Authorities in Manchester and other LA's where required. Manchester LA will inform parents/carers in writing of the outcomes 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

Admission Arrangements

These arrangements are without prejudice, in accordance with the DfE School Admissions Code 1st February 2012. These admission arrangements apply to applicants seeking a place in Reception up to Year 6. Applications for admission to the nursery of Barlow Hall and Brookburn Primary School will be dealt with by each individual school, contact the school's office.

Parents/carers of children who are admitted for nursery provision MUST apply through the Local Authority for a place at the school if they want their child to transfer to the Reception class.

Attendance at nursery does not guarantee admission to the school in reception.

Published Admission Number (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.

The published Admission Number for entry in the 2023/24 academic year is as follows:

Barlow Hall 45

Brookburn 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.

The oversubscription criteria for all year groups (Reception-Year 6) is as follows:

1. Children who are looked after by the LA and children who are previously looked after by a LA. Previously looked after children are children who were looked after but cease 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 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 school.
4. Distance - children whose permanent home address is closest to the school will be given priority. This will be measured in a straight line from the child's permanent home address to the centre of the school 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 school to the centre point of the home.

Waiting Lists

Our waiting list 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.

Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list.

Looked after children, previously looked after children or those allocated a place at school with a Fair Access Protocol will take precedence over those on the waiting list.

Waiting lists are maintained at school level and co-ordinated with the LA. Where places are offered to children by the school, the school shall notify the LA and update the waiting list accordingly.

In Year Admissions (outside the normal round)

All applications for In Year Admissions should be made directly to the LA. The LA will coordinate all applications. Where an application is received by the school, the school will forward the details to the LA.

All schools shall update the LA on a regular basis of any in year allocations, their numbers on roll and vacancies.

If there are more vacancies at the school than applicants, then all applicants will be invited in to the school for an admissions meeting. Following this meeting the school should either:

1. Allocate a start date to the child provided the child is not considered to meet the criteria of the Fair Access Protocol; or

2. Where the case has been identified as meeting the In Year Fair Access criteria, the case should be referred back to the LA and taken through the In Year Fair Access Protocol (IYFAP).

Fair Access Protocol – Manchester LA Fair Access Protocol states:

The Fair Access Protocol is designed to facilitate the school placement of young people not on the roll of a school who are seeking admissions to a Manchester school or academy, live in the city of Manchester and who fall into one of the categories mentioned below. It does not come into force if the pupil admission is during the standard transition process or for non-complex mid-year admissions.

As a statutory requirement, the protocol is in place because the School Admissions Code 2012 states that: “each local authority must have a Fair Access Protocol, agreed with the majority of the schools in its area. This ensures that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.”

Pupil Categories:

The IYFAP is intended to apply to children of compulsory school age who have difficulty securing a school place and who also fall into one of the following categories:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into the mainstream education;
- Children who have been out of education for two months or more;
- Children of Gypsies, Roma, travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers; and
- Children with special educational needs, disabilities or medical conditions (but without a statement)

This list is not exhaustive and the Admissions Team have the discretion to initiate the protocol for any other children who they feel appear unlikely to secure a school place within 4 weeks following the receipt of their application. The application of this protocol does not necessarily mean a child is challenging, but instead that they are potentially vulnerable.

Late Applications

Late Applications Waiting lists will be held in criteria order using the oversubscription criteria in the school/academy'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 from the Admissions Scheme 2023/2024 describes how late applications will be dealt with.

Primary Admission Round - Late Applications

The closing date for applications will be 16 January 2023. Any School Admissions Forms (SAFs) received after the closing date will be processed as late applications. This means an offer of a school/academy place will be made after all on time applicants have been processed. Late applications for Manchester school/academies may result in parents/carers not being offered a place at their preferred school/academy.

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. Late applications with reasons for late submission will only be considered up to the 27 January 2023. This is the date when application information is exchanged with other LA's.

Where possible late applicants will be sent an offer letter on 17 April 2023.

Applications received after the 17 April 2023 will be notified of the outcome of their application as soon as possible.

SAFs for Own Admissions Authority schools and academies, received after the closing date will be passed to the school/academy 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.

Appeals

Under the terms of the Education Act 1998 there is a right of appeal to an Independent Appeals Panel against the decision made by the school.

Parents will be offered their right to appeal via their LA on 'National Offer Day' (16th April for Primary Schools)

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