

**CO-ORDINATED ADMISSIONS SCHEME
2010/2011
FOR MANCHESTER MAINTAINED PRIMARY AND
SECONDARY SCHOOLS AND
ACADEMIES**

AND

**THE MANCHESTER LA ADMISSIONS POLICY
2010/2011 FOR MANCHESTER COMMUNITY AND
VOLUNTARY CONTROLLED PRIMARY SCHOOLS
AND COMMUNITY SECONDARY SCHOOLS.**



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Primary Coordinated Admissions Scheme 2010/2011



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Co-ordinated Admissions Scheme for Manchester LA Maintained Schools and Academies for the Academic Year 2010/11

1. Primary Scheme of Co-ordinated Admissions to Manchester Local Authority (LA) Maintained Primary Schools

1. Applications for places at primary schools maintained by the Manchester City Council (MCC) (except special schools) for the normal admissions round shall be determined in accordance with the provisions set out in this scheme and processed in accordance with the timetable (part 2). Admissions outside the normal round i.e. after September and to any year group from Reception to Year 6, will be processed in accordance with the provisions set out in paragraphs 24 – 29.

The Scheme

2. Under its scheme of co-ordination for primary schools MCC will, from the 2010/2011 school year, be responsible for managing the admission of all children to Manchester primary schools. This responsibility will cover admissions to Manchester schools, which have community, voluntary controlled (VC) or voluntary aided (VA) and academy status. Admission to schools in other authorities or independent schools will NOT be covered by the scheme of co-ordination.
3. MCC, as the admission authority for community and voluntary controlled primary schools in Manchester, will be responsible for determining who is allocated a place at these schools in accordance with the policy determined by MCC.
4. For Voluntary Aided (VA) primary schools and academies, the Governing Body of each school is the admissions authority. It will be for the Governing Body to determine who will be allocated a place at that school in accordance with its own admission policy. All admission policies are published by the LA and are shown in each school's brochure, available on request and on the website.

Application Process

5. Parents should register their child directly at their preferred Manchester primary school, not through the LA. This can be done at any time from birth onwards.
6. All parents/carers will be asked to make their application on a standard form known as the Standard Application Form (SAF). An admission pack, including a booklet, "Going to School for the First Time" and the SAF will be distributed to the home address of all known Manchester children by 5 October 2009. .
7. Copies of the booklet will be available on Manchester Children's Services Department's web site. Parents/carers will also be able to make their application on-line.
8. The SAF will invite parents/carers to express three preferences for schools within MCC. Parents/carers will be expected to state their preferences in priority order.

9. If a parent expresses a preference for a Roman Catholic (RC) school in MCC they will be asked to state whether their child is a baptised Roman Catholic. Some VA schools and William Hulme's Grammar School Academy may require information in addition to that on the SAF. In such cases the supplementary form is available from the school. Some schools, if they are oversubscribed, may also ask for proof of religious commitment in writing from the appropriate religious leader.
10. Parents/carers who have a nursery place at an MCC school **must register and complete the SAF and should not assume that they will automatically get a place in the reception class at that school.**
11. Parents/carers will be asked to return the completed SAF directly to MCC in a prepaid envelope provided in their pack. The closing date for application is 18 December 2009.
12. MCC will operate an **equal preference scheme**. All applications for MCC schools received by 22 January 2010 will be considered against the published admission criteria, but without any reference to the parents/carers priority order. If a child can be offered a place at more than one school MCC will refer to the parent's priority order, and will offer a place at the school that the parent has ranked the highest. This will apply to all MCC schools. Parents/carers who want to express a preference for a school located outside Manchester will be advised in the booklet that they should check the policy of the school with the relevant local authority and apply direct to that LA.

Processing Applications - Community and Voluntary Controlled Schools

13. MCC will process applications for places at community and voluntary controlled schools in accordance with its admissions policy.

Processing Applications - Voluntary Aided Schools and William Hulme's Grammar School Academy

14. MCC shall forward information of SAFs by **1 February 2010** to the VA schools in Manchester and William Hulme's Grammar School Academy where parents/carers have expressed a preference for those schools.
15. Manchester's VA schools and William Hulme's Grammar School Academy will inform the LA by 26 February 2010 of the children eligible for a place under its admissions criteria.

Determining Offers

16. Once MCC has received the VA and William Hulme's returns it will confirm offers of places to parents/carers for community and voluntary controlled schools.
17. If more than one school place can be offered by any admissions authority, MCC will make a single offer for the school that the parent/carer has **ranked the highest**.
18. If the child is a Manchester resident and MCC is not able to offer any of the preferences stated on the form the parent/carer will be informed of this in writing by MCC. The parent/carer will also be advised that they may appeal for a place at a school that is oversubscribed.

19. Notifying Parents/Carers of Decisions

The LA will send parents/carers a letter on 29 March **2010** confirming offers of places for all children who start reception in September. All MCC schools will be informed at this point of the children offered a place.

20. Where no preferences can be met the LA will
 - a) offer a place at the nearest suitable community school, where places are available and,
 - b) indicate where places may be available at other Manchester schools including Voluntary aided schools and Academies
 - c) Officers from MCC will be available to offer parent/carer advice and information about this process and alternative options available to the parent/carer.

Late Applications

21. The closing date for applications is **22 January 2010**. Any SAFs for MCC schools received after the closing date will be processed as a late application. MCC will only process applications received after the deadline date if there is a genuine and good reason for doing so. A valid late application will include situations where children and their parent/carer move into Manchester after the 22 January 2010 closing date, before offers of places are made.

22.

a) Late applications for MCC schools received after 16th January 2010. May, result in parents/carers not being offered a place at their preferred school. Where possible these applicants will receive an offer letter on 29th March 2010 after all on time applicants have been offered a school place.

b) Applications received after the 29th March will normally be notified of the outcome of their application as soon as possible up to ten working days after the application was received.

NOTE: The Director of Children's Services will determine each late application on its merit as presented at the time.

23. SAFs for VA schools and William Hulme's Grammar School Academy received after the 22 January 2010 closing date, will be passed to the school with a note that it has been received late. It will be for that admissions authority to decide how it wishes to process the application.

Waiting Lists

24. MCC will operate a waiting list for Manchester VC and community schools which are oversubscribed in accordance with MCC's admission policy. Waiting lists will be kept in category order. MCC will only offer places, should any become available, to the next child on the waiting list. A child's position on a waiting list can fluctuate up or down. The waiting list will be maintained for the duration of the autumn term.

In-Year Admissions (outside the normal round)

25. In-year admissions are those requests for places in any year group received after the beginning of the autumn term.

26. Applications for places at Manchester primary schools can be made direct to the school, or direct to MCC. Where applications are made to MCC they will be processed in consultation with schools.

27. If a parent makes contact with a school and the school has vacancies, a place will be offered. The school will then arrange admission as soon as possible. **The school must, however, inform MCC immediately of the admission in order that MCC can update its records.**

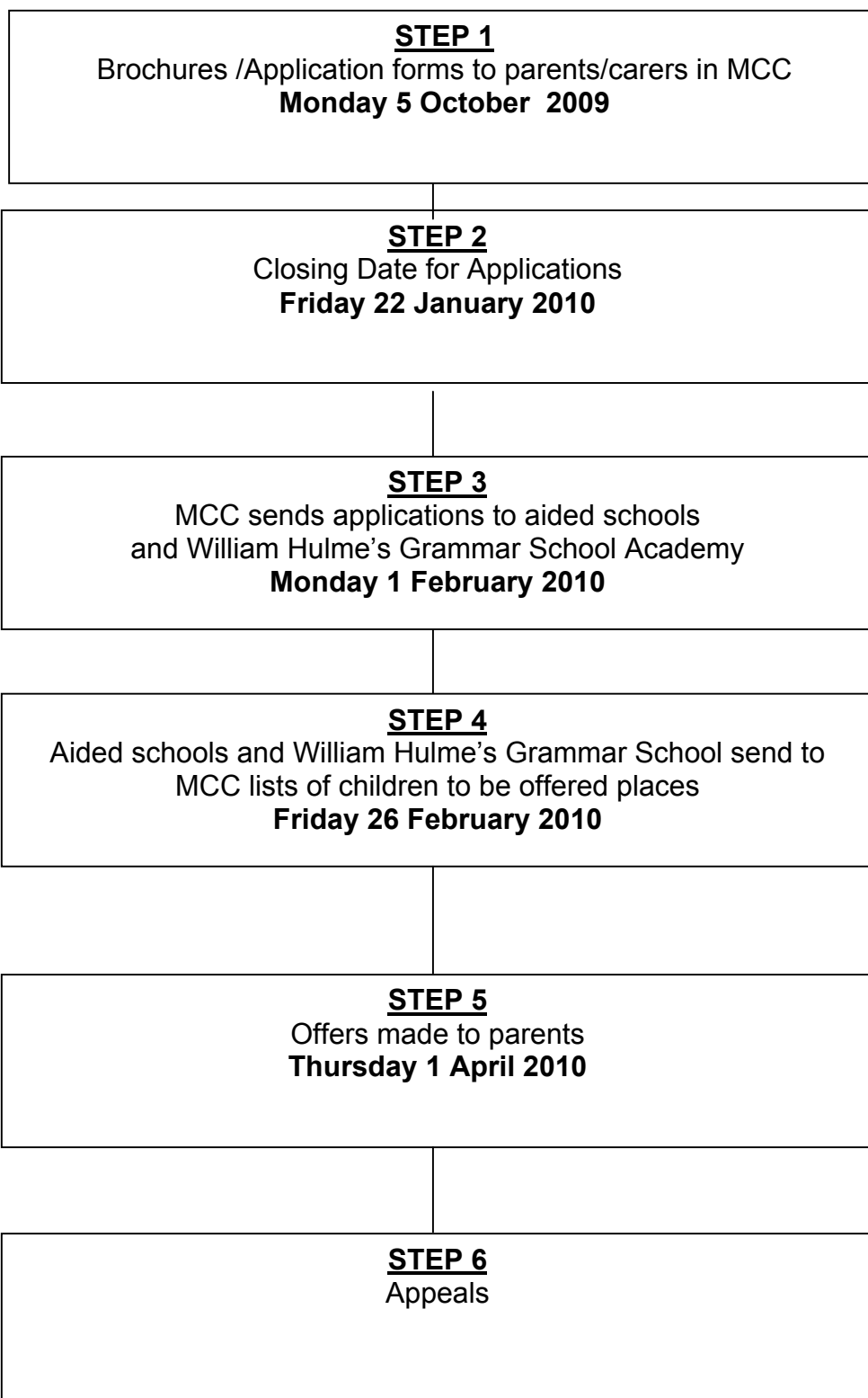
28. In line with Fair Access legislation (Schools Admissions Code 2007), an application can only be refused if the school has reached its published admission number and has no available places in the year group. In such circumstances the parents/carers will be advised by the school to contact MCC who will inform the parents/carers of other schools with vacancies. The parent/carer will be given the opportunity to state a preference. If the parents/carers still wish to seek a place at their preferred school the child will be placed on the waiting list and the parents/carers will be advised of their right of appeal. Parents/carers may pursue an appeal for their preferred school even if they have accepted a place at another school.

29. Where a parent/carer has made contact with a VA or William Hulme's Grammar

School Academy the Governing Body's Admissions Committee of the school will consider the application. Where the school has vacancies a place will be offered and the school will arrange admission. **The school must, however, inform MCC immediately of an admission in order that MCC can update its records.**

30. An application can only be refused if the school has reached its published admission number and has no available places in the year concerned. In such circumstances the parents/carers will be requested to contact MCC who will advise the parents/carers of other schools with vacancies. If the parents/carers still wish to seek a place at their preferred VA school or William Hulme's Grammar School Academy the parents/carers will be advised that they may appeal. Parents/carers can accept alternative places and may pursue an appeal for their preferred school even if they have accepted a place at another school.

**PART TWO: TIMETABLE OF CO-ORDINATED SCHEME
FOR PRIMARY SCHOOLS**



Secondary Coordinated Admissions Scheme 2010/2011



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2. **Co-ordinated Admissions Scheme for LA Maintained Secondary Schools and Academies for the Academic Year 2010/2011**

1. Applications for secondary schools maintained by the Manchester Local Authority (MCC) and for Manchester academies (but not special schools) for the normal admissions round will be determined in accordance with the provisions set out in this scheme and processed in accordance with the timetable (part 2). Admissions outside the normal round, i.e. after September and to any year group Y7-Y11, will be processed in accordance with the provisions of paragraphs 27 - 31.

The Scheme

2. Under its scheme of co-ordination for secondary schools, MCC will, from the 2010/2011 school year, be responsible for managing the admission of all children who are resident in Manchester. This responsibility will cover admissions to Manchester schools which have community or voluntary aided (VA) status, to Manchester academies and to schools maintained by other local authorities. Admissions to independent schools will NOT be covered by the scheme of co-ordination.
3. MCC, as the admissions authority for the community secondary schools in Manchester, will be responsible for determining who is allocated a place at these schools in accordance with the policy determined by MCC.
4. For secondary schools with voluntary aided status and academies the Governing Body is the admission authority. As such it will be for the Governing Body to determine who will be allocated a place at that school in accordance with its own admissions policy. All admission policies are printed in MCC's brochure "Secondary School Admissions" and are also included in each school's brochure, available on request.
5. For schools not maintained by MCC, the relevant admission authority will be responsible for determining who is offered a place.

Application Process

6. The parents/carers of all Y6 children who reside in Manchester will apply for a secondary school place to MCC, their home authority. We will have records for all those children resident in Manchester who attend Manchester primary schools. In order to make sure that all children resident in Manchester are contacted we will ask our neighbouring authorities and independent schools in the area, at the end of the Summer Term 2009, for details of children who attend their schools and who reside in Manchester.
7. All parents/carers will be asked to make their application on a standard form known as the Standard Application Form (SAF). An admission pack, including a booklet, "Secondary School Admissions" and the SAF will be sent out by **4 September 2009**. Copies of the admissions booklet will be available on MCC's web site. Parents/carers will also be able to make their application on-line.
8. The SAF will invite parents/carers to express three preferences for schools. The schools nominated can be either in or outside the MCC boundary. Parents/carers will be expected to state their preferences in priority order and give reasons for the order chosen.

9. If a parent/carer expresses a preference for a RC school in MCC they will be asked to state whether their child is baptised Roman Catholic. Some VA schools and Academies in Manchester may require information in addition to that on the CAF. In such cases parents/carers will be required to complete a supplementary form. Some schools, if they are oversubscribed, may also ask for proof of religious commitment in writing from the appropriate religious leader.
10. Parents/carers will be asked to return the completed SAF directly to MCC in a prepaid envelope provided in their pack. **The closing date for applications is 23 October 2009.**
11. MCC will operate an **equal preference scheme**. All applications for MCC schools received by 23 October 2009 will be considered against published admission criteria, but without any reference to the parent/carer priority order. If a child can be offered a place at more than one school MCC will refer to the parent's priority order, and will offer a place at the school that the parent ranked highest.
12. Parents/carers' who want to express a preference for a school located outside Manchester will be advised in the booklet that they should check the admissions policy of the school with the relevant local authority.

Processing Applications

13. MCC will forward information from SAF's by **13 November 2009** to other local authorities if Manchester residents have expressed a preference for a maintained school in their area. Information will be sent irrespective of the parents'/carers' order of preference, as this will enable those other local authorities which use ranking in their oversubscription criteria to apply this, should the need arise. **On 13 November 2009** other LA's will send to MCC details of preferences for Manchester schools which have been expressed by their residents.
14. MCC will forward information from SAF's by **25 November 2009** to the VA schools in Manchester and to the academies where parents/ carers have expressed a preference for their schools.
15. Manchester VA schools and academies will inform the LA by **8 January 2010** of the children eligible for a place under their admissions criteria.
16. By **20 January 2010** MCC will inform other local authorities of offers to be made to children resident within their boundaries and request details of offers they will be making to Manchester residents.

Determining Offers

17. If more than one place can be offered by any admission authority, a single offer will be made by MCC for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a school in another LA higher than any school in MCC and MCC is informed by that LA that it is in a position to offer a place, then MCC will not offer a school in Manchester but will make an offer of the first preference school on behalf of the relevant local authority.
18. If the child is a Manchester resident and MCC is not able to offer any of the

preferences stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school the parent/carer will be informed of this in writing by MCC. The parents/carers will also be informed that they may appeal for a place at a school that is oversubscribed. .

Notifying Parents/Carers of Decisions

19. MCC will send the parents/carers of children who reside in Manchester a letter on **1 March 2010** confirming offers of places. All Manchester schools within the LA will be informed at this point of the children offered a place.
20. An agreement has been reached with Bury, Cheshire, Oldham, Rochdale, Salford, Stockport and Tameside that where a place can be offered in a school in any of these LAs to a child who is resident in Manchester, MCC will make the offer on behalf of the appropriate admissions authority.
21. At the present time such an agreement has not been entered into with Trafford. Where a parent/carer who resides in Manchester has applied for a school in Trafford and Trafford are able to offer a place, Trafford LA, as the maintaining admission authority, will write to the parent/carer with an offer of a place.
22. Where a parent/carer who resides in Trafford has applied for a place in a Manchester school, MCC, as the maintaining admissions authority, will inform the parent/carer of the outcome of their application.
23. Where no preferences can be met the LA will
 - a) offer a place at the nearest suitable community school, where places are available and,
 - b) indicate where places may be available at other Manchester schools including Voluntary aided schools and Academies
 - c) Officers from MCC will be available to offer parents/carers advice and information about this process and alternative options available to the parent/carer

Late Applications

24. The closing date for applications is **23 October 2009**. Any SAFs received after the closing date will be processed as a late application. MCC will only process applications received after the deadline date if there is a good reason for late submission. A valid late application will include situations where children move into Manchester after the **23 October closing date**, before offers of places are made.
25. Late applications for MCC schools received after the 16th October 2009 may result in parents/carers not being offered a place at their preferred school. Where possible these applicants will receive an offer letter on 1st March 2010 after all on time applicants have been offered a school place.

Applications received after the 1st March will normally be notified of the outcome of their application as soon as possible up to ten working days after the application was received.

NOTE: The Director of Children's Services will determine each late application

on its merit as presented at the time.

26. SAFs for VA schools and Manchester academies, received after the **23 October closing date** and after **25 November** when SAFs are forwarded to the VA schools and the Academies in Manchester, will be passed to the school with a note that it has been received late. It will be for that admissions authority to decide how it wishes to process the application.

Waiting Lists

27. MCC will operate a waiting list for Manchester community schools which are oversubscribed in accordance with MCC's admissions policy. Waiting lists will be kept in category order. MCC will only offer places, should any become available, to the next child on the waiting list. **A child's position on a waiting list can fluctuate up or down.** The waiting list will be maintained for the duration of the autumn term.

In-Year Admissions (outside the normal round)

28. In-year admissions are requests for places in any year group received by the LA after the beginning of the autumn term.
29. Applications for places in-year at Manchester secondary schools should be made direct to MCC. MCC will process applications. Parents/carers will normally receive a written response to their application within ten working days of receipt.
30. In line with Fair Access legislation, (Schools Admissions Code 2009), where community schools have vacancies a place will be offered. An application will only be refused if the school has reached its published admission number and has no available places in the year group. Where there are no vacancies the parent/carer will be informed of other schools with vacancies and will be given the opportunity to state a preference. If the parent/carer still wishes to pursue the place at their preferred school the child will be placed on the waiting list and the parent/carer will be advised that they may appeal to the Independent Appeal Panel. Parents/carers may pursue an appeal for their preferred school even if they have accepted a place at another school.
31. For VA schools and academies, MCC will consult with the governing body about the request for a place. Where the school has vacancies a place will be offered.
32. An application will only be refused if the school has reached its published admission number and has no available places in the year group concerned. If the application has been refused MCC will advise the parents/carers of other schools with vacancies and parents/carers will be given the opportunity to state a preference. If the parent/carer still wishes to pursue the place at their preferred VA school the parents/carers will be advised that they may appeal. Parents/carers can accept alternative places and may pursue an appeal for their preferred school.

Admissions to year 12 of Schools with Sixth Forms

33. Applications for admission to the Sixth Form of a MCC school will be dealt with by the school, not by MCC. If an applicant is refused admission to a sixth form they will be advised of their right of appeal by the school. Arrangements will then

be made for an appeal hearing.

PART TWO: TIMETABLE OF SECONDARY SCHOOL CO-ORDINATED SCHEME

STEP 1

**Admission pack, sent to schools for parents to apply
4 September 2009.**

STEP 2

**Closing Date for Applications
Friday 23 October 2009**

STEP 3

**MCC sends applications for schools in other LAs to those LAs
Friday 13 November 2009**

STEP 4

**MCC sends applications to aided schools and Academies
Wednesday 25 November 2009**

STEP 5

**Manchester Aided schools and Academies send lists of children to be offered places to MCC
Friday 8 January 2010**

STEP 6

**LAs send each other 1st cycle results (extra-district children to be offered places in their schools)
Wednesday 20 January 2010**

STEP 7

**MCC imports results, sends results to other LAs
Monday 1 February 2010**

STEP 8

**LAs send each other 2nd cycle results
Monday 8 February 2010**

STEP 9

**MCC exports results of 2nd cycle, sends to others again
Monday 15 February 2010**

STEP 10

**Offers made to parents by LA of residence as stated in the Scheme
Monday 1 March 2010**

STEP 11

Appeals in May/June 2010

**Policy for 2010/2011
Admission to Manchester LA
Community and Voluntary
Controlled Primary Schools
and Manchester LA
Community Secondary
Schools**



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Policy for 2010/2011 Admission to Manchester LA Community and Voluntary Controlled Primary Schools and Manchester LA Community Secondary Schools.

1. Policy for 2010/2011 Admission to Community and Voluntary Controlled Primary Schools

Where these primary schools have more applications than places, the local authority will prioritise applications on the following basis:

Category 1 - children who are looked after by a local authority;

Category 2 - children with exceptional medical/social needs;

Category 3 - children who have an older brother or sister attending the preferred school when they take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children;

In the event that category 3 admissions will cause a school to exceed its planned admission number (PAN), admissions will be prioritised according to the distance between the child's permanent address and the school, measured in a straight line. Those children living nearest to the school will be admitted until all the places have been taken up; and

Category 4 - children prioritised according to the distance between their permanent home address and the school measured in a straight line. Those children living nearest the school will be admitted until all the places have been taken up.

Notes:

- The Director of Children's Services will determine each category 2 admission on its merit, as presented at the time.
- If you have chosen a particular school because your child has social or medical circumstances or you are disabled, please indicate the reasons for choosing your preferred school. You must also provide a letter from your doctor or social worker to support your evidence. We will then send you a category 2 application form allowing you to state in full the exceptional social/medical reasons why your child should attend your preferred 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 the Ordnance Survey, the national mapping agency, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

2. Policy for 2010/2011 Admission to Community Secondary Schools

Where these secondary schools have more applications than places the local authority will prioritise applications on the following basis:

Category 1 - children who are looked after by a local authority;

Category 2 - children with exceptional medical/social needs;

Category 3 - children who have an older brother or sister attending the preferred school when they take up their place (but not in a sixth form) and living at the same address. This includes adopted siblings, stepsiblings and foster children;

Category 4 - children who attend a Manchester LA maintained primary school prioritised according to the distance between their permanent home address and the school, measured in a straight line; and

Category 5 - children who do not attend a Manchester LA maintained primary school prioritised according to the distance between their permanent home address and the school, measured in a straight line.

Notes:

- The Director of Children's Services will determine each category 2 admission on its merit, as presented at the time.
- If you have chosen a particular school because your child has social or medical circumstances or you are disabled, please indicate the reasons for choosing your preferred school. You must also provide a letter from your doctor or social worker to support your evidence. We will then send a category 2 application form allowing you to state in full the exceptional social/medical reasons why your child should attend your preferred 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 the Ordnance Survey, the national mapping agency, using the Local Authority's computerized measuring system, with those living closer to the school receiving higher priority.