

# Manchester Communication Academy

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Admission Arrangements 2024-  
25



with you, for you, about you.

# Revision Information

<b>This document has been prepared within</b>	Manchester Communication Academy (MCA)
<b>Date of last review</b>	March 2023
<b>Date of next review</b>	March 2024
<b>Date of Approval</b>	14 <sup>th</sup> March 2023
<b>Status</b>	Approved
<b>Person Responsible for Policy</b>	Admissions Officer
<b>Owner</b>	MCA LGB
<b>Signature of Approval</b>	<i>Signed copy on file</i>

## Revision History

Revision Date	Rev	Summary of changes	Owner/Editor
06.06.2018	Pg: 7	Removed reference to 6 <sup>th</sup> Form	JR/AG
06.06.2018	Pg: 8	Dates amended to reflect 2019/2020 where applicable	JR/AG
02.10.2018	Pg: 4	Amended to include Category 4 – Secondary Admissions 2019/20	JR/AG
27/11/2019	Pg 8	Dates amended to reflect 2020/21 where applicable	AG
5/10/20		Dates amended to reflect 2021/22 where applicable	JR/ AG
9/3/21		Dates amended to reflect 2022/23 where applicable	JR/AG
10/9/21	Pg 2/3	Person responsible change Formatting- content numbers added 2.0 Principles of Policy added Updated category 2- Oversubscription. Explicit reference to EHCP 4.4 – section updated to reflect new definition for IAPLAC	JR
04/07/22	P4	Closing date updated for new academic year	MB
04/07/22	P9	Appeals information added	MB
05/02/24	P4	PAN number updated to 300	LR
05/02/24	P4	Closing date for applications updated	LR
05/02/24	P8	Date for late applications amended to 2024	LR
05/02/24	P9	Appeal date amended to 17 <sup>th</sup> May 2024	LR

## 1.0 PURPOSE OF THE POLICY

Greater Manchester Academy Trust (GMAT) is the Admission Authority for Manchester Communication Academy (MCA) and is therefore required to draft, consult on and determine their admission arrangements.

Where there are more applicants than places available the academy will apply the admission arrangements in order to decide which applicants will be offered places. These admission arrangements apply to applicants seeking a place in Year 7 and within the school year.

## 2.0 PRINCIPLES OF THE POLICY

- We will welcome all students
- We will ensure that each student is provided with equality of opportunity
- We will provide schools, students, parents/carers with full information about the school • We will provide students, parents/carers with the opportunity to look around the school and talk to staff
- We will ensure a smooth and efficient transition for students, to the school
- Students with additional needs will have individualised arrangements made for their transition

## 3.0 APPLICATION PROCEDURES

Greater Manchester Academies Trust has elected to use the Local Authority's admission process. Therefore, the co-ordination and administration of admissions is undertaken by Manchester LA's Admissions Service.

All parents/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 Admission Authorities where required. Manchester LA will inform parent/carers in writing of the outcome of their application.

Applications should be made online at [manchester.gov.uk/admissions](http://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,  
Box 532,  
Town Hall, Manchester  
M60 2LA  
Or [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

## 4.0 MANCHESTER COMMUNICATION ACADEMY

### 4.1 PUBLISHED ADMISSION NUMBERS (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 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 numbers (PAN) for Manchester Communication Academy for the 2024/25 academic year is 300 places for year 7. All other year groups Y8-11 will be 240 places.

## **4.2 ADMISSION PROCEDURE FOR YEAR 7 STUDENTS FOR SEPTEMBER INTAKE**

Information about the school will be provided in the first instance by:

- The LA to all parents/carers
- The school through its website - <https://www.manchestercommunicationacademy.com/>
- The school through brochures on request
- The school through policies on request
- The school through Open Evenings, Transition Days and other events

Parents/carers must apply to their home Local Authority (LA) on or before the LA's closing date. Details of the closing date will be provided in the LA's brochure and on their website – [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions)

## **THE CLOSING DATE IS 5PM ON TUESDAY 31<sup>ST</sup> OCTOBER 2023**

**If you require assistance or support in making your application please contact the school on 0161 202 0161 and ask for the admissions team.**

After September 1<sup>st</sup> any parents/carers wanting a place at the school must contact the LA directly.

## **4.3 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 academy have been offered. There are different oversubscription criteria for entry into:

- Year 7 in September (Secondary Admissions Round),
- Year 7 to year 11 during the academic year (In Year Admissions).

## **4.4 SECONDARY ADMISSIONS ROUND – OVERSUBSCRIPTION CRITERIA**

All children whose statement of special educational needs or Education, Health and Care plan names the school must be admitted subject to appropriate, statutory meetings and agreed plans.

**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). This policy takes account of the updated version of the [School Admissions Code \(from 1st September 2021\)](#) of previously looked after children which has been expanded to include children who were in state care outside of England but were then adopted. All reference of previously looked after children (PLAC) includes this internationally adopted PLAC. Further guidance can be accessed [Admissions priority for children adopted from state care outside of England](#)

**Category 2** – children with exceptional medical/social needs. All children whose Education, Health and Care Plan names the school will be admitted. If the school is not oversubscribed, all applicants must be offered a place

**Category 3** – children with a sibling at the academy

**Category 4** – all other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. 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 academy as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. Should the Local Authority be unable to reach a decision based on the information received, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

**Notes:**

**Category 2 – Exceptional medical/social needs**

- A panel of Local Authority officers will consider Category 2 applications on behalf of the academy
- If a parent has chosen Manchester Communication Academy because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the academy. 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 academy.
- 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 Manchester Communication Academy when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children.

## **4.5 IN YEAR ADMISSIONS – OVERSUBSCRIPTION CRITERIA**

All children whose statement of special educational needs or Education, Health and Care plan names the academy 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 academy

**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 academy. 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 academy as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection. For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. Should the Local Authority be unable to reach a decision based on the information received, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

### **Notes:**

#### **Category 2 – Exceptional medical/social needs**

- A panel of Local Authority officers will consider Category 2 applications on behalf of the academy
- If a parent has chosen Manchester Communication Academy because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the academy. 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

- 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, stepsiblings and foster children;
- Sibling criteria, as specified above may be applied whether the sibling is older or younger than the applicant.

### **Category 4 – New to Manchester**

A child is considered new to Manchester when they:

1. Move into the city from abroad and make an application within the same academic year;
2. 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.

### **Category 5 – Any other child**

Any other child who does not fit into Categories 1 to 4

## **4.6 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 Year 7 Admissions Round a waiting list will be held up to the 31<sup>st</sup> December. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

For In Year applications, waiting lists will be held for the remainder of the academic year in which the application was made. At the end of the academic year (July 25) 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 at any school. 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.

Parents/carers may seek a place for their child outside of their normal age group. Where a request is received to admit a child outside their normal age group, the local authority will co-ordinate the request with the school(s) requested and the decisions made.

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.

## **4.7 LATE APPLICATIONS**

Waiting lists will be held in criteria order using the academy's oversubscription criteria. 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 taken from the LA's Admissions Scheme describes how late applications will be dealt with.

#### 14.0 Secondary Admission Round – Late Applications

- Any [Standard Application Form] SAFs received after the closing date will be processed as late. 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...This is the date when application information is exchanged with other LAs.
- Where possible late applicants will be sent an offer letter on 01 March 2024

Applications received after the 01 March 2024 will be notified of the outcome of their application as soon as possible.

## 4.8 APPEALS

All parents whose children are refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeals panel to offer.

Parents who intend to make an appeal against the decision to refuse admission to MCA must submit a notice of appeal in writing by the 17<sup>th</sup> May 2024.

Your completed appeal form should be returned to:

Mrs Laura Roberts  
Admissions Officer  
Manchester Communication Academy  
Silchester Drive  
Harpurhey  
Manchester  
M40 8NT