



Manchester
Communication
Academy

MANCHESTER COMMUNICATION ACADEMY

ADMISSIONS POLICY



Approval History

Approved By:	Date of Approval	Version Approved	Comments
DCSF			
PSG			
Academy Trust Board			

Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor

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Approved Admission Arrangements for Manchester Communication Academy

1. This document sets out the admission arrangements for the Manchester Communication Academy in accordance with Annex 2 to the Funding Agreement between the Manchester Communication Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.

2. Notwithstanding these arrangements, the Secretary of State may direct the Manchester Communication Academy to admit a named pupil to the Manchester Communication Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The admission arrangements for the Manchester Communication Academy for the year 2010/2011 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

a) The Manchester Communication Academy has an agreed admission number of 240 students. The Manchester Communication Academy will accordingly admit at least 240 students in the relevant age group each year if sufficient applications are received, and no more than 240 students, unless directed by appeal or allocated through the MCC In Year Fair Access Protocol, or as looked after child or by decision of the Academy Governing Body on the basis of exceptional social/medical need, or via the SEN statementing processes.

b) The Manchester Communication Academy may revise its Published Admission Number for any specific year and must consult those listed at paragraph 14 below before doing so. Students will not be admitted above the Published Admission Number unless directed by appeal, allocated through the MCC In Year Fair Access Protocol, or as a looked after child or by decision of the Academy Governing Body on the basis of exceptional social/medical need, or via the SEN statementing processes or if exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. Applications for places at the Academy will be made in accordance with Manchester City Council's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA. In accordance with statutory requirements, the offer of places at the Academy for all students will be made on 1 March. To ensure this target date is met, the Academy will follow the timetable for co-ordinated admissions set annually by the LA.

Consideration of applications

5. The Manchester Communication Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Manchester Communication Academy will offer places to all those who have applied.

Procedures where the Manchester Communication Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where the Manchester Communication Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) Children who are looked after by a local authority;
- b) Children with exceptional medical/social needs¹
- c) Children who have a brother or sister attending the Academy when they take up their place (but not sixth form)²
- d) Children who attend a Manchester LA- maintained primary school prioritised according to the distance between their permanent home address and the Academy, measured in a straight line.^{3and4}

¹ Category B- exceptional social/medical needs will be determined by the Academy Governing Body and supported by professional written evidence

² Brothers or sisters must live at the same address as the applicant and will include stepsiblings, foster siblings and adopted siblings

³ This will only extend to students on roll at a Manchester Primary School on the closing date specified by the LA for co-ordinated admissions, for applications to be returned

⁴ Permanent home address – where the child resides for the majority of her/his time

e) Children who do not attend a Manchester LA maintained primary school prioritised according to the distance between their permanent home address⁵ and the Academy, measured in a straight line.

Operation of waiting lists

7. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Manchester Communication Academy receives more applications for places than there are places available, a waiting list will operate after the admission date. This will be maintained by the Manchester Communication Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The Academy may choose to ask the Local Authority to operate its waiting lists on their behalf.

8. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 6a - e above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The offer of places must be made by the Academy and communicated by the LA, in accordance with its coordinated admissions scheme.

Arrangements for admitting students in years 8 -11, including replacements for any students who have left the Manchester Communication Academy during the course of the year

9. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraphs 6a – e shall apply. Parents whose application is turned down are entitled to appeal.

10. The Manchester Communication Academy will participate in Manchester City Council's In Year Fair Access Protocol.

⁵ Permanent home address – where the child resides for the majority of her/his time

Arrangements for admission to post 16 provision

11. The Manchester Communication Academy will admit 60 pupils in year 12 minus those pupils entitled to transfer from the school's own year 11. If the number of pupils in year 13 falls below 60 at the beginning of the academic year, the academy may admit a correspondingly higher number into year 12.

The Manchester Communication Academy will publish minimum entry requirements for its Post 16 provision each autumn which will apply to the following September's cohort (e.g. autumn 2008 for September 2009 entry). Both transferees from the Academy's own year 11 and external applicants will be expected to have met these minimum standards to be allowed to enter the Academy's sixth form provision.

For external applicants, in the case of oversubscription, and after the admission of pupils with a statement of special educational needs which names the Academy, priority will be given in the following order:

- a) Children who are looked after by a local authority;
- b) Children with Exceptional medical/social needs⁶
- c) children who attend an Academy in the Manchester City Council area or a Manchester LA- maintained secondary school prioritised according to the distance between their permanent home address and the Academy, measured in a straight line.
- d) Children who do not attend an Academy in the Manchester City Council area or Manchester LA maintained secondary school prioritised according to the distance between their permanent home address and the Academy, measured in a straight line.

Unsuccessful applicants have a right of appeal to an independent appeal panel. This right extends to both those refused progression from the Academy's year 11 and external applicants. The Academy will provide a written explanation and an offer of appeal

Arrangements for admission of students as the Manchester Communication Academy builds to its full capacity

12. The Manchester Communication Academy will open on 1 September 2010 with a Published Admission Number relating solely to students in Year 7 and, where relevant, Year 12.

⁶ Category B- exceptional social/medical needs will be determined by the Academy Governing Body and supported by professional written evidence

13. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Manchester Communication Academy and the efficient use of resources as determined by the Academy Governing Body.

14. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

15. The Manchester Communication Academy will consult the following by 1 March each year on its proposed admission arrangements:

- a) Manchester City Council;
- b) The admission forum for Manchester City Council;
- c) Any other admission authorities for primary and secondary Schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- e) Affected admission authorities in neighbouring LA areas.

Publication of admission arrangements

16. The Manchester Communication Academy will publish its admission arrangements each year once these have been determined by:

- a) Copies being sent to primary and secondary schools in Manchester City;
- b) copies being sent to the offices of LA in time for inclusion in the LA's statutory admissions literature
- c) copies being made available without charge on request from the Academy;
- d) Copies being sent to public libraries in the area of Manchester City for the purposes of being made available at such libraries for reference by parents and other persons.

17. The published arrangements will set out:

- a) The name and address of the Academy and contact details;
- b) A summary of the admissions policy, including oversubscription criteria;
- c) A statement of any religious affiliation;
- d) Numbers of places and applications for those places in the previous year; and
- e) Arrangements for hearing appeals.

Monitoring, evaluation and review

The effectiveness of this policy is monitored by a Vice Principal Teaching and Learning. Monitoring takes place through quality assurance mechanisms. A written report will be submitted to the Principal, summarising findings. This policy will be reviewed annually, when there are changes in the law, or in accordance with the schedule drawn up by the Principal and agreed by the ATB.

**Adopted by the Manchester
Communication Academy on**

Chair of Academies Trust Board

Principal

Review date

ANNEX 2

THE ADMISSION OF PUPILS TO THE MANCHESTER COMMUNICATION ACADEMY

1. The Admission Policy adopted by the Manchester Communication Academy shall be written in accordance with the statutory code of practice on admissions.
2. Pupils will be admitted to the Manchester Communication Academy in accordance with the detailed admission arrangements described in the Admissions Policy Document. Changes to the Admissions Policy Document will require the approval of the Secretary of State.
3. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code of Practice including the “in year fair access protocol”) as they apply at any given time to maintained schools and Academies and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Manchester City Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Manchester City Council.

Arrangements for appeals panels

4. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Manchester Communication Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code of Practice published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the local authority for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked. If the Academy chooses to appoint its own Appeals Panel, it will have a responsibility to train appropriate personnel. Likewise, if the Appeals Panel is from the LA, the LA will undertake to train these.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation⁷

5. The Manchester Communication Academy shall consult by 1 March each year on its proposed admission arrangements with relevant parties in line with the requirements of the School Admissions Code and relevant admissions legislation. (At the date of this Agreement, section 89 of the School Standards and Framework Act 1998 as amended, and regulations under that section.)

Determination and publication of admission arrangements

6. Following consultation, the Manchester Communication Academy will consider comments made by those consulted. Manchester Communication Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined within 14 days.

Publication of admission arrangements

7. The Manchester Communication Academy will publish its admission arrangements each year once these have been determined in accordance with the arrangements described in the Admissions Policy Document.

Representations about admission arrangements

8. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Manchester Communication Academy about its admission arrangements, the Manchester Communication Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. These representations must be made by 30 April. The Secretary of State will consider the representation and in so doing will consult the Manchester Communication Academy. Where he judges it appropriate, the Secretary of State may direct the Manchester Communication Academy to amend its admission arrangements.

9. Those consulted have the right to ask the Manchester Communication Academy to change its proposed Published Admissions Number for any year. Where such a change is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Manchester Communication Academy to change its proposed Published Admissions Number. The Secretary of State will consult the Manchester Communication Academy and will then determine the Published Admissions Number.

10. In addition to his powers in paragraphs 8 and 9 above, the Secretary of State

may direct changes to the Manchester Communication Academy's proposed admission arrangements and to the proposed Published Admissions Number.

Proposed changes to admission arrangements by the Manchester Communication Academy after arrangements have been published

11. Once the admission arrangements have been determined for a particular year and published, the Manchester Communication Academy will propose changes only if there is a major change of circumstances. In such cases, the Manchester Communication Academy must notify those consulted under paragraph 5 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

12. The Secretary of State will consider applications from the Manchester Communication Academy to change its admission arrangements only when the Manchester Communication Academy has notified and consulted on the proposed changes as outlined at 5 above.

13. Where the Manchester Communication Academy has consulted on proposed changes the Manchester Communication Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Manchester Communication Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

14. The Secretary of State can approve, modify or reject proposals from the Manchester Communication Academy to change its admission arrangements.

15. Records of applications and admissions shall be kept by the Manchester Communication Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.