



Admissions Policy

This policy will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review

Review Date	Changes made	By whom
September 2020	Policy updated	Mathew Rogers
September 2021	Link to SEND Policy added on P.3	Mathew Rogers
February 2022	Update to PAN arrangements added in Section (4)	Mathew Rogers
September 2022	Removal of category 4 on page 6	John Adamopoulos

Ratification by the Governing Body

Academic year	Date of ratification	Chair of Governors / Ratified By
2020-21	November 2020	Alan Scott
2021-22	November 2021	Alan Scott
2022-23	December 2022	Alan Scott

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Mission, vision, values

Mission statement

Burnage Academy for Boys is an inclusive school community where students, staff and families all work together to ensure that boys will be the best they can be.

Vision

At Burnage Academy for Boys we will develop:

- RESILIENCE – we will teach students the skills to face all challenges in life with determination and self-awareness.
- INDEPENDENCE – we will create confident individuals who are able to think critically and make informed decisions.
- CARE – we will go further to make a difference to our students, staff and families, creating a safe space in school.
- SUCCESS – we will celebrate the progress and achievement of all in our school community, recognising that boys do better at Burnage.
- TOGETHERNESS – we will ensure all students take part fully in the range of diverse cultural experiences that Burnage and Manchester has to offer them.

Values

- Resilience
- Independence
- Care

This policy follows City Council guidance and links with:

- The Attendance Policy
- The SEND Policy & Information Report

2. Introduction

- 2.1. The Governing Body of Burnage Academy for Boys is the Admissions Authority for Burnage Academy for Boys and as such is required to draft, consult on and determine the admission arrangements for the Academy.
- 2.2. The Governing Body of Burnage Academy for Boys is committed to comprehensive education and works in close partnership with Manchester Local Authority's (LA) Coordinated Admissions Scheme.
- 2.3. Where there are more applicants than places available the LA will apply the admission arrangements in order to decide which applicants will be offered places.

- 2.4. Copies of admissions arrangements for all schools/academies in Manchester can be found on the school/academy website and the LA's website. They are also available on request from the relevant school/academy and the LA.
- 2.5. These admission arrangements apply to applicants seeking a place in Year 7 up to Year 11 at Burnage Academy for Boys, Manchester.

3. Application Procedures

- 3.1. Information about the school will be provided in the first instance by:
 - 3.1.1. The LA to all parents/carers
 - 3.1.2. The school through its website – www.burnage.manchester.sch.uk
 - 3.1.3. The school through brochures on request
 - 3.1.4. The school through policies on request
 - 3.1.5. The school through Open Days, Transition Days and other events
- 3.2. All parent/carers are required to apply to their home 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 Admissions Authorities in Manchester and other LAs where required. Manchester LA will inform parent/carers in writing of the outcome of their application.
- 3.3. 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 Manchester Local Authority's Integrated Admissions Service at the address below.
- 3.4. The closing date for applications will be 31st October of the Year 6 year. Any admission forms received after the closing date will be processed as late applications.
- 3.5. All applications will then be processed by the Admission Authority, applying the oversubscription criteria below if necessary. All parents will be notified of the outcome of the application process by 1st March of the Year 6 year.
- 3.6. Withdrawing an offer or a place – An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.
- 3.7. A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school

must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

3.8. Appeals: Applicants wishing to lodge an appeal regarding the outcome of the admission process must do so to the Independent Appeals Panel. An appeal form and further information can be obtained from Manchester Local Authority at the address below:

3.9.

Integrated Admissions Service
Manchester City Council,
P.O. Box 532,
Town Hall,
Manchester,
M60 2LA

Or

school.admissions@manchester.gov.uk

4. Published Admission Number(PAN)

4.1. A Published Admission Number (PAN) is the number of places a school/academy has in the year of entry.

4.2. 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.

4.3. Outside of the year of entry it is expected that the PAN will continue to be applied. However, if circumstances at the school/academy have changed since the year of entry, a place may be refused even if the admission number has not been reached.

4.4. The published admissions number (PAN) for entry into Burnage Academy for Boys will be 180 in the year of entry. The school will consider moving above this PAN in consultation with the LA as applications across the City dictate. The school will consult with the LA throughout the applications process to ensure as many applicants as possible gain a place at the school in Year 7.

5. Oversubscription Criteria

5.1. 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. There are different oversubscription criteria for entry into:

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

5.2. Secondary Admissions Round – Oversubscription Criteria

5.2.1. **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);

5.2.2. **Category 2** - children with exceptional medical/social needs;

5.2.3. **Category 3** - children with a sibling at the academy;

5.2.4. **Category 4** – children with a parent on the staff of the academy;
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5.2.5. **Category 5** – all other children;

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

5.4. Notes:

5.4.1. Category 2 – Exceptional medical/social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children’s Services.
- If a parent 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 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 school.
- If supporting evidence is not supplied with a category 2 application the application will be refused.

5.4.2. Category 3 – Sibling

- A sibling is defined as a brother attending the academy when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children.

5.5. In Year Admissions – Oversubscription Criteria

- 5.5.1. **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);
- 5.5.2. **Category 2** - children with exceptional medical/social needs;
- 5.5.3. **Category 3** - children with a sibling at the academy;
- 5.5.4. **Category 4** – children with a parent on the staff at the academy;
- 5.5.4.1. **Category 5** – children who have moved into Manchester and are without an offer of a school place;
- 5.5.5. **Category 6** – all other children;

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

5.7. Notes:

5.7.1. Category 2 - Exceptional medical/social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children's Services.
- If a parent 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 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 school.
- If supporting evidence is not supplied with a category 2 application the application will be refused.

5.7.2. Category 3 – Sibling

- A sibling is defined as a brother 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.

5.7.3. Category 5 – New to Manchester

A child is considered new to Manchester when they:

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

A child who is new to Manchester will be prioritised for their preferred schools. These applicants have not had the opportunity to apply during the normal admission round when they may have had a chance of being offered a preferred school.

All preferences will be considered equally and if more than one preference can be offered the highest ranked preference will be offered. If no preference can be offered an alternative offer of the closest Manchester school or academy with vacancies will be made. Once a preference or alternative offer is made, the applicant will no longer be considered in this category.

6. Waiting Lists:

6.1. 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.

6.2. For the Secondary Admissions Round a waiting list will be held up to the end of the autumn term. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

6.3. For In-Year applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from all waiting lists. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

7. Secondary Admission Round Late Applications:

7.1. The closing date for applications will be 31st October in the Year 6 year. Any admission forms 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.

- 7.2. The Admissions Authority 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, before offers of places are made. Late applications with reasons for late submission will only be considered up to the 12th November of the Year 6 year. This is the date when application information is exchanged with other LA's.
- 7.3. Where possible late applicants will be sent an offer letter on 1st March of the Year 6 year.
- 7.4. Applications received after 1st March of the Year 6 year will be notified of the outcome of their application as soon as possible.
- 7.5. SAFs for OAA 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.