

**Dixons Newall Green Academy  
Admissions & Appeals policy  
for the admission year 2023-24**

Responsibility for review: Executive Principal

Date of next review:

Determined by:

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflective of the local community
- resolving a situation where there are many more applications than places available
- providing a consistency of approach in a potentially emotive area
- demonstrating that we are applying our oversubscription criteria equally and fairly
- ensuring that children with special educational needs and disabilities, and vulnerable children are not treated less favourably than other applicants
- working collaboratively with all schools within the local authority (LA) to improve behaviour and reduce exclusions by participating in the writing of and adhering to the Fair Access Protocol

### The aims are:

- to ensure that places are awarded fairly and openly
- to ensure that parents are aware of the admissions procedures
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span
- to demonstrate that our procedures comply with the School Admissions Code
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their applications which complies with the School Admission Appeals Code

## Procedures for Year 7 entry

### The admission arrangements are:

- a) There are 140 places in Year 7.
- b) Offers will be made on 01/03/2023. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement. Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- c) Applications must be made on the Standard or Common Application (SAF / CAF) provided by the local authorities by the stated deadline. For more information visit Manchester local authority's [website](#).

### Oversubscription criteria

The Academy has an agreed admissions number of 140 children for entry in Year 7. The Academy will accordingly admit up to 140 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 140 or fewer apply.

If the Academy is oversubscribed, after the admission of children with an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked after. See note 1 for a definition of these terms.
- b) Children who have exceptional social or medical need, supported by a written recommendation from the child's paediatrician / consultant or a professional from Children's Services. The recommendation must explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child. See note 2 for how to apply.
- c) Up to 3 children of staff who have been in post for at least two years, or to staff recently appointed to a post for which there is a demonstrable skill shortage.
- d) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 4 for a definition of sibling). If demand exceeds places at this point, places will be decided based upon proximity to the Academy (as detailed at point d).
- e) Admission of children based on proximity to the Academy using straight line measurement from the Academy to the home address (see note 5).

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 using a computerised random number generator programme (see note 6).



## Notes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, a child arrangements order or special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England<sup>1</sup> and ceased to be so because of being adopted.

2. Exceptional need applications must be indicated in the Reasons for choosing the school section found on the Standard or Common Application Form (SAF / CAF) and accompanied by the supporting information described above. The LA will then send a category 2 application to the parent / carer to allow them to state in full the exceptional social or medical need reasons.

If supporting evidence is not supplied with the category 2 application, the application will be refused.

3. Children of staff applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer stating the name, post, and length of service of the member of staff, the name of the Academy, and the child's name and date of birth.
4. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house.
5. Manchester local authority measure the distance in a straight line (not along roads or paths) from the home address to the centre of the school using the points defined by the Local Land and Property Gazetteer (LLPG). The address used as the home address must be the child's main and permanent home. If responsibility is shared, you should use the address where the child mostly wakes up on school days. If responsibility is shared equally, the address used must be the address of the parent or carer who claims Child Benefit.
6. The applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top of the list to the biggest number at the bottom. The randomisation process will be supervised by an independent clerk of an independent appeals panel.

## Calendar for admission

### August / September 2022

Local authority information and standard or common application form (SAF / CAF) is made available.  
September / October 2022

Open event – for details of this, please see the Academy website.

### 31 October 2022

Deadline for receipt of:

- local authorities' standard or common application form (SAF / CAF), including any supporting documentation in relation to applications under exceptional need

### 1 March 2023

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

## Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## In-year admissions

From September 2023, there will be:

- 140 places in Year 7

Where vacancies occur, places are not offered based on the length of time children have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies more highly within the criteria than children already on the list because each time a child is added, the list will be ranked again in line with the published oversubscription criteria. Looked after children, previously looked after children, and those

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<sup>1</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.



allocated a place at the Academy in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

Applications should be made on Manchester local authority's [Application Form](#) which needs to be returned directly to the local authority. On receipt of the Application Form the authority will send a copy of this to the Academy. If a place is available, the Academy will contact you to arrange admission. If a place cannot be offered your child's name will be added to the waiting list, which runs until the end of the term in which an application was made.

### **Fair access protocol**

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for instance, where a child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will decide based on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Governing Body, via the Admissions Officer, to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- information about the child's academic, social, and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The Governing Body will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the Governing Body refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

## **Waiting lists and appeals**

### **Waiting lists**

If your child is not offered a place at the Academy for Year 7, your child's details will automatically remain on the waiting list until the end of December i.e., one term after the start of the year. You will need to make a fresh application in January for your child's details to remain on the waiting list (see In-Year Admissions for how to apply).

For in-year applications, the details will remain on the waiting list until the end of the term for which you applied. You will need to make a new application each term if you wish to apply for a place and be placed onto the waiting list again.

Where places become available, they will be filled in accordance with the oversubscription criteria.

### **Appeals**

All applicants 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 appeal panels to offer.

Further information about the appeals process and the appeal form can be found on Manchester local authority's [website](#).

The local authority can also be contacted by:

Email: [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

Telephone: 0161 245 7166

