



Salford City Academy

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Part of United Learning

Salford City Academy

Admissions Policy

2024 – 2025

Document Owner:	Ben Thorne
Last reviewed:	February 2023
Next review due:	February 2024
Approved by:	Melanie Haselden & LGB 07.03.23

Salford City Academy Admissions Policy

Information for Parents

Procedure for Entry

- 1.1 The Academy will consider all applications. Where fewer than 180 applications are received in any one year group, the Academy will offer places to all those who have applied unless the application is defined as an exception (see below).
- 1.2 The Salford City Academy is a member of the United Learning Trust which has a Christian ethos. The Academy accepts students of all faiths and none.
- 1.3 Students with an Education, Health and Care Plan (EHCP) that names the Academy will be given priority over other admissions. If a child has an EHCP and you require further advice on primary to secondary transfer, please contact the Special Educational Needs section of the Local Education Authority of the area you live in.

2. Over-Subscription

- 2.1 Where the number of applications for admission is greater than the published admissions number of 180, applications will be considered for Year 7 against the criteria set out below. After the admission of students with Education and Health Care Plans which names the Academy, the criteria will be applied in the order in which they are set out below:
 - (a) **Admission of children in public care (looked after children) and previously looked after children** - 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 includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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. (This reflects the updated School Admissions Code, September 2021).
 - (b) **Specific medical needs, social needs and special needs:** where the application is supported by specific professional advice as to why admission to the Academy is necessary. The definition as to what constitutes medical, social and special needs within the scope of this provision will be agreed by ULT and will be available in writing to parents in the prospectus as part of the admissions policy.
 - (c) **Siblings of pupils:** who will be attending the Academy on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship.
 - (d) **Attendance at an associated primary school:**
 - i. Barton Moss Primary School
 - ii. Beech Street Primary School
 - iii. Christ Church C of E Primary School
 - iv. Godfrey Ermen C of E Primary School
 - v. Lewis Street Primary School
 - vi. St Andrews C of E Primary School
 - (e) **Nearest walking distance to the Academy:** children who live the nearest distance from the Academy. The distance which determines how close the child lives to the Academy is the shortest walking distance along public highways and footpaths between the door to the child's permanent address and the nearest entrance to the Academy main building.

The child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and the application cancelled.

(f) **Up to 30 children attending a Christian Church:** supported by the testimony of a minister/priest confirming:

- i. Attendance at a Church of England Church within City of Salford
- ii. Attendance at other Christian Churches within City of Salford

(g) **Children of staff at Salford City Academy:** Priority will next be given to children of staff at the school, in either of the following circumstances:

- a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

3. Waiting List

- 3.1 If in any year it receives more applications for places than there are places available, the Academy will operate a waiting list until the end of the first term of the academic year of admission date. It is open to any parent to ask for his or her child's name to be placed on the waiting list following either an unsuccessful application or an unsuccessful appeal.
- 3.2 The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places in the Academy become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

4. Appeals

- 4.1 Parent(s) have the right of appeal to the Academy's Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. Further assistance is available from the Academy Office.

5. Making Application

- 5.1 Any parent wishing to apply to the Salford City Academy for a place for their child in Year 7 must use the Common Application Form published by the local authority in which the applicant resides. This is available from offices of the Council or electronically from the Local Authority website.
- 5.2 Applications received in any other format will not be considered. Parent(s) may photocopy the form but an original signature is required. Parent(s) are advised to make a copy of the completed form for their own records.

6. Closing Date for Applications

- 6.1 The closing date for applications for applicants residing in Salford is that stated on the Local Authority Common Application Form. The closing dates for applicants residing in other authorities should be checked with that authority. Applications should be posted or delivered to arrive at the address given on the Common Application Form by the time stated. Parent(s) applying after this date should attach

a covering letter to explain why the application is late. Late applications may not be considered until after consideration has been given to those applications received by the deadline for admissions.

7. Offer of Places

7.1 Parent(s) will be notified in writing on the date stated on the Local Authority Common Application Form of the outcome of their application. For those who are unsuccessful, parent(s) will be notified in writing as to the reason(s) why it has not been possible to allow the child to attend the Academy. Parent(s) will be given more detailed information about the process for appeals at that time. The closing date for appeals to be lodged, normally 28 days after the notification of a place not being offered, will be stated clearly. Those who are accepted to the Academy will receive further information once they have been notified of their place and an invitation extended for student and parent(s) to meet with the Principal.

8. Exceptions

8.1 The Schools Admissions Code (September 2021) sets out the limited and exceptional circumstances in which the Academy need not comply with parental preference. These are when:

- (a) the applicant, once of compulsory school age, has been excluded from two or more schools or when, for in year admission applications only, in specific circumstances set out in the Code, the applicant is:
- (b) Particularly challenging. Parent(s) are asked to seek further information from the Principal if they believe their child falls into either of these categories, so that appropriate arrangements can be made through the local Fair Access Protocol.

9. In Year Admissions/Admissions to Year Groups other than Year 7

The Academy will consider applications submitted for year groups other than year 7 and applications for entry mid-year, if the year group has a place available. Offsite Direction requests for other students will also be considered. Admission will follow an admissions meeting with the Assistant Principal and/or Inclusion Leader.

In Year Applications (Year 7 - 11) Parents of students who wish to transfer into Salford City Academy in Years 7 to 11, or those with a midyear admission request, should approach the Salford Local Education Authority. You can find the page on Salford City Council via this website [here](#).

They can be contacted using the details below:

School Admissions Team

Children's Services, Second Floor, Unity House, Salford Civic Centre, Chorley Road, Swinton, M27 5AW
Telephone: 0161 909 6508

Email: school.admissions@salford.gov.uk

The Academy may oppose admission to the Academy of a student who has displayed challenging behaviour on the grounds that this will impact on the best interest on others in the Academy community. If this is the case the Academy will raise any concerns with the Local Authority Fair Access Protocol. Parents whose application is turned down will be entitled to appeal; they will be asked to clearly outline their reasons in writing for the governing body/local education authority. Parents who wish to appeal against decisions regarding admissions outside of the usual round should contact Mrs Hughes for further information and support if required. Mrs Hughes can be contacted on gemma.hughes@salfordcity-academy.org

10. Out of Cohort Admissions

Although most children will be admitted to the Academy within their own age group Salford City Academy will make decisions on the year group of entry based upon the individual circumstances of each child. 11. Procedure for Determining Admissions Arrangements 4 Salford City Academy will determine and publish the Admission Arrangements annually, after a period of consultation as set out in the Schools Admissions Code (September 2021), on or before the 28 February for admission in September of the following year.

Appendix A

School Admissions Code (2021)

Children who have been permanently excluded twice or display challenging behaviour

3.8 Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to the following children:

- a) children who were below compulsory school age at the time of the permanent exclusion;
- b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- d) children with Education, Health and Care Plans naming the school.

3.9 Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 applies.

3.10 Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol.

3.11 An admission authority should only rely on the provision in paragraph 3.10 if it has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

3.12 The provision in paragraph 3.10 cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question.

3.13 Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

3.14 A local authority has the power to direct the governing body of a maintained school for which they are not the admission authority to admit a child in their area even when the school is full. The local authority can only make such a direction in respect of a child in the local authority's area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The local authority must choose a school that is a reasonable distance from the child's home and from which the child is not permanently excluded. It must not choose a sixth-form that selects by ability unless the child meets the selection requirements, or a school that would have to take measures to avoid breaking the rules on infant class sizes if those measures would prejudice the provision of efficient education or the efficient use of resources.

Applying for places in the normal admission round

2.4 In some cases, admission authorities will need to ask for supplementary information forms in order to process applications. If they do so, they must only use supplementary forms that request additional information when it has a direct bearing on decisions about oversubscription criteria or for the purpose of selection by aptitude or ability. Places must be allocated on the basis of the oversubscription criteria only. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. Admission authorities must not ask, or use supplementary forms that ask, for any of the information prohibited by paragraph 1.9 above or for:

- a) any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates);
- b) the first language of parents or the child;
- c) details about parents' or a child's disabilities, special educational needs, or medical conditions;

- d) parents to agree to support the ethos of the school in a practical way;
- e) both parents to sign the form, or for the child to complete the form.

Paragraph 1.9 (Relevant points)

It is for admission authorities to formulate their admission arrangements, but they must not:

- a. place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements;
- b. take into account any previous schools attended, unless it is a named feeder school;
- c. give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements;
- d. introduce any new selection by ability;
- e. give priority to children on the basis of any practical or financial support parents may give to the school or any associated organisation, including any religious authority
- f. give priority to children according to the occupational, marital, financial or educational status of parents applying. The exceptions to this are children of staff at the school and those eligible for the early years pupil premium, the pupil premium and the service premium who may be prioritised in the arrangements in accordance with paragraphs 1.39 – 1.39B;
- g. take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family;
- h. discriminate against or disadvantage disabled children, those with special educational needs, or those applying for admission outside their normal age group where an admission authority has agreed to this under paragraphs 2.17 to 2.17B;
- i. prioritise children on the basis of their own or their parents' past or current hobbies or activities (schools which have been designated as having a religious character may take account of religious activities, as laid out by the body or person representing the religion or religious denomination²²);
- m. interview children or parents. In the case of sixth form applications, a meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting cannot form part of the decision-making process on whether to offer a place.
- o. request photographs of a child for any part of the admissions process, other than as proof of identity

Appendix B

Offsite Direction Protocol

