



Salford City Academy

The best in everyone™

Part of United Learning

Salford City Academy Admissions Policy 2020 – 2021

Ratified by the LGB

Awaiting ratification following review

Review date

September 2021

Review by

Vice Principal

Salford City Academy Admissions Policy

Salford City Academy is a member of United Learning which has a Christian ethos. Salford City Academy in keeping with the group ethos of bringing out the 'best in everyone' believes in the concept of 'open and fair' admission for all; this includes the open and fair allocation and offering of places.

The Academy ensures that policies and procedures reflect this and are in line with the revised Schools Admission Code and Regulations, (February 2012) - as part of Section 84 of the Schools Standards and Framework Act (1988) and all other relevant statutory guidance and legislation including the statutory admissions and appeals code of practice. We are committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

The Academy will take part in the admissions forum set up by Salford Local Authority and have regard to its advice; and will participate in the co-ordinated admissions arrangements operated by the LA.

This policy is reviewed regularly by the Academy's management team and the governing body as legally required.

This admissions policy forms an annex to the funding agreement between United Learning and the Secretary of State.

Admission Arrangement

The Academy accepts students of all faiths and none. Salford City Academy offers free education for up to 180 students in Year 7 to Year 9 and 150 places in Years 10 and 11. Every place is free of charge and open to students of all abilities.

The Academy will admit students per year in the relevant age group if sufficient applications are received. Where fewer applications than the PAN (Published Admission Number) 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.

The Academy may set a higher admission number than its PAN (Published Admission Number) for any specific year after consultation with; the LA, other named admission authorities within the LA, the governing body and any primary or secondary schools within the area required for consultation.

The Academy will consider any comments from those consulted and confirm admissions arrangements by the 15th April for the upcoming academic year.

Students may be given priority if they are; children in public care (Children Looked After) have a Statement of Special Educational Needs (SEN) naming Salford City Academy and children for whom it is essential they be admitted because of special circumstances relating to medical and social needs. Details regarding the allocation of places in case of oversubscription are set out below.

Year 7 admissions are dealt with by Salford MBC Admissions Team. The contact details for Salford Admissions Support & Advice Team are;

Admissions Support and Advice Team,
School Admissions,
Salford City Council,
Salford Civic Centre,
Chorley Road, Swinton,

Salford,
M27 5AW.
T: 0161 793 2500

Records of applications and admissions to the Academy will be available for a period of 10 years.

Application Process

Applications for places at the Academy will be made in accordance with co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority. The timing of these applications will be in keeping with those published by Stockport LA and those in place across the Local Authority for other schools;

- September – The Academy will publish in its prospectus details for admission, including oversubscription criteria and any details of any admissions/information events.
- September/October – Prospective parents will be given the opportunity to visit the Academy.
- October/November – Common Application Forms should be returned to the Local Authority.
- November/December – The Local Authority sends application details to the Academy.
- January – The Academy sends details of students to be offered a place to the Local Authority.
- February – The Local Authority applies agreed scheme for school places and shares information with other relevant Local Authorities if appropriate.
- 1st March – Offers are made to Year 6 parents.

Over-Subscription

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 pupils with Statements of Special Educational Needs where the Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

- 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)
- 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.
- Up to 30 children attending a Christian Church:** supported by the testimony of a minister/priest confirming:
 - Attendance at a Church of England Church within City of Salford
 - Attendance at other Christian Churches within City of Salford
- Attendance at an associated primary school:**
 - Barton Moss Primary School
 - 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) **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.
- (f) **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.

Waiting List

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.

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.

Appeals

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.

Making Application

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, the Academy Office at the address in this prospectus or electronically from the Local Authority website.

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.

Closing Date for Applications

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.

Offer of Places

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.

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.

Admission will follow interview of the student/parents by the Principal. 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 the Academy for further information and support if required.

Publication

The Academy will publish admission arrangements each year through the Local Authority and on the Academy website. Copies and details of this policy will be available in the Academy prospectus and will be shared with all relevant primary schools.

Copies will be made available without charge on request, hard copies are available from the school office.

Contact

Details:

Principal:	Ms Melanie Haselden
Academy Office:	Salford City Academy Northfleet Road Peel Green Eccles Manchester M30 7PQ
Tel No:	0161 789 5359

If this information is required in other languages or in larger print please contact Salford City Academy.