DIXONS BROOKLANDS ACADEMY

Admissions & Appeals policy
for the admission year 2028-29

Responsibility for review: School and College Trust Leader

Date of next review: October 2033

Determined by: Board of Trustees – TBC

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 children
- working collaboratively with all schools within the local authority 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 / carers 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 180 places in Year 7.

b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Manchester local authority's website. 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.

Oversubscription criteria

The Academy has a published admissions number (PAN) of 180 children for entry in Year 7. The Academy will admit up to 210 children if sufficient applications are received. All children will be admitted if 180 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 an independent medical professional such as the child's paediatrician / consultant or an independent 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) Children whose siblings live at the same address, currently attend the Academy, and who will still be attending the Academy on the date of admission (see note 3 for a definition of sibling).

d) All other children based on proximity to the Academy using straight line measurement from the Academy to the home address (see note 4). Straight line measurement is the distance 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).

Tie break

If demand exceeds places at points b), c) or d), places will be decided based upon the distance (proximity) of the home address (see note 4) to the Academy, with those who live closest receiving priority for the place / s. If there are two or more children from equidistant addresses but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 5).

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, child arrangements order or special guardianship order and includes those who appear (to the board of trustees) to have been in state care outside of England[1] and ceased to be so because of being adopted.

   If you are applying for a previously looked-after child, please complete the Previously looked-after child application form which is also available on the Admissions page of the Academy website.

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 a category 2 application form should be submitted. Parents / carers should state the exceptional social or medical need reasons on the form and provide supporting information with the form. If supporting evidence is not supplied with the category 2 application, the application cannot be prioritised. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

   Requests for category 2 application forms can be made to school.admissions@manchester.gov.uk Once forms are completed, they should be submitted along with any supporting information to the same e-mail address.

3. 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.

4. 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. Where responsibility is shared equally, parents should submit full details (including any documentary evidence) to the local authority at the time of application.

5. 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

July to September 2027

Local authorities' information and standard or common application form (SAF / CAF) is made available.

September / October 2027

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

31 October 2027

Deadline for receipt of:

- local authorities' standard or common application form (SAF / CAF)
- application form and supporting documents for previously looked-after children[2]
- category 2 application forms and supporting documents for children with exceptional medical or social needs

1 March 2028

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 2028.

Late applications

Late SAF / CAF applications will be administered in accordance with the local authorities coordinated schemes.

If exceptional circumstances apply which prevented you from submitting the CAF / CPF by the deadline or there has been a change of circumstances which means you need to amend your application, supporting documentation verifying the reason should be submitted

[1] 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.

[2] Where possible, proof of previously looked-after child status should be provided by the deadline, so that we can confirm to the parent / carer whether the application meets the criterion, or not, before the local authority cut-off date for changes. Applications submitted beyond the deadline will still be considered, and priority applied if they meet the criterion.

to the local authority. As an example, exceptional circumstances could be where a family moved to the area close to / after the deadline date.

Please note that the cut-off dates for late applications or changes to applications varies between different local authorities, so you need to check the local authority's website where you live for the relevant date. Where applications / changes are received after the deadline or cut-off date, this may affect your chances of being offered a place at the Academy because the application may not be considered until after national offer day.

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.

For applications at the point of entry (Year7), the request should be submitted before the deadline for applications. For applications in-year, the request should be submitted at the same time the in-year application is made.

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

Parents should submit an e-mail or letter to the board of trustees, 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 parent will be advised whether the request for admission out of age group has been agreed or the reason for any refusal. Where the request is refused, there is no right of appeal against a refusal to offer a place in the preferred year group. The right of appeal only applies against a refusal of a place at the Academy.

In-year admissions

The funding agreement for the Academy dictates how many students it will be funded for in total. The Academy plans its operations such as staffing, timetabling, and provision of resources based on the funding received; this equates to the following provision:

- There are 1020 places across the year groups 7 to 11

If a child is refused a place, this is because admission of another child would prejudice the provision of efficient education or the efficient use of resources.

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 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 can be found on their website; this 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.

Waiting lists and appeals

Waiting lists

If your child is not offered a place for Year 7, your child's details will automatically remain on the waiting list until the end of December 2028. You will need to make a fresh application in January 2029 for your child's details to be added to the new waiting list (see In Year Admissions section 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

If you have applied and been refused a place, you 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.

Our appeals are arranged by Manchester City Council.

Annual appeals

If you are appealing for a place to start in year 7, please submit your appeal by the deadline stated on our website wherever possible. Appeals submitted after the deadline will still be heard but, depending upon the date of submission, may not be heard before the start of the academic year.

In-year appeals

Appeals against a decision for an in-year application can be submitted any time during the academic year. An application must first have been submitted (see In-Year admissions Section for how to apply), and the place have been refused, before an appeal can be submitted. Appeals will be heard within 30 school days of the appeal form being submitted.

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

Telephone: 0161 245 7166