Abbey Hey Primary Academy
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Admissions Policy

2027/2028

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Introduction
The school admissions code ("the Code") imposes mandatory requirements on all admission authorities. The United Learning Trust board delegates responsibility for determining admissions arrangements to Local Governing Bodies.

The local governing body of **Abbey Hey Primary Academy** applies the regulations on admissions fairly and equally to all those who wish to attend this school, therefore admissions are managed by the Local Authority. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims
This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

1 How to apply for a place in our school

1.1 Our school is an Academy and part of the United Learning Trust. As explained in the introduction, we as a school determine the admission arrangements in agreement with the LA. The LA (Manchester) is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

1.2 For applications in the normal admissions round, you should use the application form provided by your home Local Authority (regardless of which local authority the school is in). You can use this form to express your preference, for a minimum of 3 state funded schools, in rank order. Expressing a preference does not, in itself, guarantee a place at this school. Application forms should be completed by the date stipulated on the forms and you will receive an offer of a school place directly from your local authority. Please note, pupils already attending our Nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

1.3 In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form on Manchester City Council's Website https://secure.manchester.gov.uk/info/500321/primary_school_admissions Applications need to be submitted by January 2027 (please check the website for the specific date).

1.4 All in year applications for places at maintained primary schools, secondary schools or academies should be made directly to the LA. The LA will coordinate all applications. If an application is made directly to a school/academy they are required to forward the details to the LA. Further guidance can be found here https://www.manchester.gov.uk/info/705/school_admissions/6588/primary_schools_councils_admission_rules/5

1.5 Parents are entitled to request a place for their child outside of their normal age group. At Abbey Hey Primary Academy, we follow the Manchester Local Authority process when requesting admission outside a child's normal age group.

Information for Summer born children can be found here https://www.manchester.gov.uk/info/705/school_admissions/7025/starting_school_later

2. Admissions Criteria

2.1 If the school is not oversubscribed, a place will be offered to all applicants.

2.2 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.3 If a school has more applications than places, we put children into one of the categories below. Places go to any 'category 1' applicants first, then to

category 2 applicants, then category 3 and so on until there are no places left.

If there are more applications than places at a school, we use the distance from the school in each category to decide.

The categories are:

Category 1
Children who are, or who have been, looked after by a council.

Category 2
Children with exceptional medical or social needs, or a disabled parent. See more about category 2.

Category 3
Children with a brother or sister at the school. See more about category 3.

Category 4
All other children, with those living closest getting priority.

Tie Break
In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school front gate on Abbey Hey Lane.

3. Allocation of Places

3.1 The admission number is the number of children the school can accommodate. The published admission number (PAN) for our school is **630 not including Nursery children**. We keep this number under review and the governors will apply to change the number if circumstances allow.

3.2 All children whose Education, Health and Care Plan (EHCP) names the school will be admitted before any other places are allocated.

4 Admission appeals

4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. You will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal via the following

link: Children in year three and over | School place appeals | Manchester City Council

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

4.3 Appeal Hearings – The deadline for lodging appeals is 20 school days from the date of notification that your application was unsuccessful. The hearing will be held within 40 days of the deadline for lodging your appeal. You will be given at least 10 school day's notice of the hearing and receive a decision letter within 5 days of the hearing.

5 Fair Access Protocol

5.1 We participate in Manchester Local Authority's fair access protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a place in-year, get access to a school place as quickly as possible.

6 Review

6.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area. If nothing changes, we will publicly consult the on the school's admission arrangements at least once every 7 years.

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Annex A – United Learning Feeder Schools Policy

United Learning encourages our schools to actively engage with local partners for the mutual benefit of students, staff, and the wider communities they serve. This includes the relationships secondary schools develop with their feeder primary schools – for example, by sharing strong practice to support transition and subject knowledge across phases and extending access to secondary resources and facilities to provide opportunities for primary pupils.

In line with our strategy to develop strong clusters of schools, in many areas we have both primary and secondary schools serving the same communities. This allows us to strengthen our offer to children and their families, providing continuity of excellent education from early years through to post-16, including through:

- following the United Learning curriculum;
- extending academic and enrichment opportunities to pupils;
- taking opportunities for joint staff development;
- making joint staff appointments where there are mutually beneficial opportunities to combine roles and create efficiencies (for example, through the creation of shared support service structures); and
- developing shared contracts (where possible) to create cost efficiencies.

Reflecting links in admissions policies

Where these links are in place – as we expect to be the case between United Learning primary and secondary academies serving substantially the same community – we will [usually] reflect this in our secondary admissions policies.

For example, where both the primary and secondary school follow the United Learning curriculum, we would [generally] expect the primary school to be named as a feeder school in the secondary school's admissions policy, giving it priority within the oversubscription criteria. Where a primary school is not yet able to follow the United Learning curriculum but there are other strong links in place, the secondary school may also consider taking this approach.

We will satisfy ourselves that any changes to admissions arrangements are made on reasonable and transparent grounds, with approval provided by the United Learning Executive.

United Learning schools will always guarantee at least 10% of places for children who do not attend a named feeder school but live very close to the secondary. This will ensure the aggregate admissions

from named feeder schools do not prejudice the ability of local children to access a United Learning secondary.

Process to be followed

Where a school proposes to name a primary school as a feeder school in its admissions policy, the Principal should first discuss with the Secondary Regional Director. If the school is a United Learning school, they should also involve the Primary Regional Director and primary Headteacher. If the school is not a United Learning school, we would expect discussions to have taken place with the primary Headteacher and Chair of Governors.

If the RD(s) and school(s) are content that the links between the schools are sufficiently strong to merit naming the primary as a feeder school the RD(s) should make a recommendation to the United Learning Executive to proceed. The Executive will consider the specific facts of each individual case in reaching a decision, taking legal advice where appropriate.

Before making a final determination, the secondary school must run a public consultation in line with any other change, as set out in the main Admissions Policy (above).

Annex B – Terms of Reference for an Admissions Committee of the LGB

LGB Admissions Committee

This is a standing committee of the LGB. It derives its purpose from the published admissions policy for XXX Academy, to review admissions on behalf of the responsibly body - United learning.

Membership: 3 governors

Attendance: The Headteacher

Quorum: 2 of 3

Meet annually, or as required to

- Review the school's **admissions** policy, including the admissions criteria, in accordance with United Learning's Admissions Guidance.
- Ensure that the timetable for the review of the policy provides adequate time for the statutory requirement to inform the local authority of any changes.
- Ensure that **consultation** is undertaken when any qualifying changes are proposed or to ensure the academy fulfils its statutory duty to consult every 7 years.
- Recommend to United Learning for approval any changes to the admissions policy /PAN.
- Consider applications for admission to the school and decide on the admission of pupils in accordance with the published admissions policy and criteria.
- Ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place in accordance with procedures approved by the LGB.
- Monitor arrangements for the admission of pupils and any associated appeals process and inform the LGB (and United Learning) of any appropriate issues.

Note:

1. *The Headteacher is delegated the authority by United learning to admit pupils to the school on request from parents or the local authority where there are vacancies in accordance with the school's published admissions policy and associated criteria.*
2. *Responsibility is delegated to the Headteacher to present the school's case to an appeals panel.*

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