

ARRANGEMENTS FOR THE ADMISSION OF STUDENTS IN NORMAL YEAR OF ENTRY TO MACMILLAN ACADEMY

1. This document sets out the admission arrangements for Macmillan Academy. Any changes to the arrangements set out in this document will be made by consultation in accordance with the Schools Admission Code.
2. The academy will comply with all relevant provisions of the statutory codes of practice (The School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. References in the codes to admission authorities shall be deemed to be references to the board of governors of Macmillan Academy. Macmillan Academy will take part in the co-ordinated admissions arrangements operated by the Local Authority (LA) and have regard to its advice as for any student from an adjoining local education authority; and will participate in the co-ordinated admission arrangements operated by Middlesbrough LA.
3. Notwithstanding these arrangements, the Secretary of State may direct Macmillan Academy to admit a named student to the academy on application from a LA. Before doing so the Secretary of State will consult the academy.

Admission arrangements approved

4. The admission arrangements for Macmillan Academy for the year 2019/2020 and, subject to any changes approved from consultation, for subsequent years are as set out below:

Macmillan Academy may set a higher admission number than its Published Admission Number (PAN) for any specific year.

Process of application

5. Macmillan Academy will participate in Middlesbrough LA's co-ordinated admissions arrangements and will adhere to their timetable for admissions. Applicants should apply for a place at Macmillan Academy by completing the LA common admissions form which will be issued by the LA to parents in September. Also included in the academy prospectus is a 'confirmation of application' form upon which to confirm sibling status with return to the academy by the end of October. Forms will be available at the academy and will also be available on the open evening.

Consideration of applications

6. Macmillan Academy will consider all applications for places. Where fewer than 240 applications are received, Macmillan Academy will offer places to all those who have applied.

Procedures where Macmillan Academy is oversubscribed

7. Students applying will be assessed using a non verbal reasoning test which is externally marked and will be placed into equal ability bands. The intake will be in direct proportion to the range of applicants, with the same number of students admitted from within each band.
8. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the order of criteria set out below. After the admission of students with Educational Healthcare Plans where the Macmillan Academy is named on the Plan, the criteria will be applied in the following order.
 - a) 'Children looked after' (in public care) (LAC) and children previously 'looked after' (PLAC) but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
 - b) Those applicants (Year 6 only) who on the date of admission will have a sibling i.e. a natural brother or sister, or a half brother or sister, or a legally adopted half brother or sister or any relative that has proof of receiving child benefit who will be living with them at the same address at the date of their entry to the academy.
 - c) Admission of applicants for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical need substantiated on medical advice and acceptable to the academy. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements.
 - d) Sons and daughters of staff at the academy may be given priority
 - i) Where the member of staff has been employed at the academy for two or more years at the time when the application for admission is made.
 - ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - e) Of the remaining places:

The academy has an inner and an outer catchment area (see Appendix 1 for details). Places will be offered on the basis of the proportion of applicants received for each area.

For students living within the inner catchment area places will be offered, on the basis of proximity; i.e. students who live the nearest as the crow flies as calculated from the home address to the academy main entrance on the close of the admission application date. A child's home address, for the purpose of School Admissions, is considered to be the parents or legal carers permanent address. If parents do not live together and your child lives for periods of time

with each parent, the home address will be the one where the parent receiving the Child Benefit lives.

For students living within the outer catchment area places will be offered on the basis of a computerized independently random allocation.

Where two students live at exactly the same distance from the academy (and who are not from multiple births) will be by random allocation using a computerized random allocation system.

Operation of waiting lists

9. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission arrangements the academy will operate a waiting list.

Where in any year Macmillan Academy receives more applications for places than there are places available, a waiting list will operate until the 31st December of the intake year. This will be maintained by the Macmillan Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

10. Where places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

Arrangements for appeals panels

11. Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of Macmillan Academy. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the Code of Practice on School Admissions Appeals published by the Department for Education as it applies to foundation and voluntary aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admissions Appeals and it is binding on all parties.

The academy prepares guidance about how the appeals process will work and provide parents with a named contact (the Admissions Officer) who can answer enquiries anyone may have about the process. The model for an admissions appeal panel is included as Appendix II.

Arrangements for the admission of students to Years 8 – 11

12. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry the academy must consider all such applications and if the year group applied for has a place available, admit the student. If the year is at or over the planned admission number (PAN) the application is turned down and parents have the right of appeal.
13. Macmillan Academy is part of Middlesbrough Local Authority Fair Access Protocol. When directed the academy are obliged to admit students over the PAN in accordance with the agreed protocol.

APPENDIX I Macmillan Academy Catchment Areas

The Outer Catchment Area

The northern and western boundary is the River Tees, the southern boundary commences where the Tees meets Bassleton Beck and follows the Beck to the A1045.

The boundary continues east along the A174 to meet the Middlesbrough Borough Council boundary and then turns south then east to join the B1365 north of Cherry Hill Nurseries.

The boundary continues along the B1365 to the Blue Bell roundabout and then goes easterly along the B1380 to meet Spencerbeck, continues north along Spencerbeck to its junction with Greystone Road but makes a detour to include St Patrick's Road, St George's Road and including St David's Road in Grangetown. Thereafter, north along Teesdock Road and to the River at Tees Dock.

The Inner Catchment Area

The existing boundary on the west. The southern boundary continuing on the A174 from Parkway junction until it meets the A172 (Marton Road). The eastern boundary A174 north until it meets A66 which returns to the Newport Bridge approach the existing north west boundary.

The centre of the roads and waterways are deemed to be the boundary.

APPENDIX II

Model of Admissions Appeals Panels

An applicant refused a place at a maintained school or an academy has a right of appeal to an independent appeal panel. The admission authority for the school will establish a panel. An academy is its own admission authority and so you should contact the academy in order to lodge your admission appeal. The academy admissions officer will give you the information you need.

Offers will be made on National Offer day of 1 March 2019. Requests for appeal should be made by 29 March 2019.

An independent admissions appeals panel, set up by the board of governors in accordance with the relevant Code of Practice for such appeals will hear all cases submitted in writing by parents to the academy. Parents will have the right of appeal if they are dissatisfied with the admissions decision of the academy. Any such appeal will be processed in accordance with the requirements of the same code of practice. The appeals panel will be independent of the academy and will be composed of at least three members who will include at least one person who has no personal experience of the academy defined as a 'lay member' and at least one person with experience in education.

The academy has to ensure that the independent appeal panel is trained to act in accordance with all relevant provision of the School Admissions Appeals Code ('the Code') published by the Department for Education.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to foundation voluntary aided schools and academies.

Parents will normally have 14 days after notification by Middlesbrough Local Authority of a place not being offered at Macmillan Academy to lodge an appeal with the academy. The notification will indicate the reasons for refusal of a place and of the right of appeal.

Parents wishing to appeal against an admission decision by Macmillan Academy should send a completed appeal form to the clerk to the appeal panel care of Macmillan Academy. Other documents may be submitted in support of an appeal and should be lodged with the clerk to the appeal panel not less than 7 days before the appeal hearing.

Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing Macmillan Academy will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend Macmillan Academy. The appeals panel will have the discretion to refuse to admit late evidence.

The clerk to the appeals panel will inform parents of the appeal panel's decision within five working days. In the case of the appeal hearings taking in excess of one day the clerk to the appeal panel will contact parents with the decision in writing within 5 working days of the final day of the hearings. In the case of unsuccessful appeals the appeals panel will give the parents their reasons for not upholding the appeal.

If, after the appeal, you are concerned the appeal did not comply with the Code or was set up incorrectly, and this affected the outcome of the appeal, you can complain to the Education Funding Agency (EFA) within 6 months of the date of the appeal hearing. The EFA will investigate the complaint on behalf of the Secretary of State if it considers there are sufficient grounds to do so.

If the EFA finds the appeal arrangements have breached the Code and the breach may have affected the outcome of the appeal, the academy may be required to establish a fresh appeal panel to hear the case. However, the Secretary of state, and the EFA who acts on his behalf, cannot overturn the decision of an independent appeals panel. This may only be challenged through the Courts through a Judicial Review. Complainants should take their own legal advice in relation to this.

The EFA's Procedure for dealing with complaints about maladministration of independent appeals panels for admission to academies is available to download from their website. Included in the procedure is a complaint form, which asks for some key information to help the EFA handle your complaint accurately.

You can submit you completed complaint form by email to:

academyquestions@efa.education.gov.uk or by post to the following address:

Contact details

Academy Admission Appeals Complaints
Academies Central Unit, Education Funding Agency
8th floor, Earlsdon Park
Butts Road, Coventry
CV1 3BH