

## **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. The document forms an Annex to the Funding Agreement between the Macmillan Academy and the Secretary of State. 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 2017/2018 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.
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.
  - a) Priority will be given to students with Statements of Special Educational Needs where the Macmillan Academy is named on the statement.
  - b) Those '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.
  - c) Those applicants 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.
  - d) 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.
  - e) 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.
  - f) 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. Where a student lives for a part of each week at different addresses, the "home" address shall be that given on the application form as the address of the parent to which all communications from the academy are to be sent.

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

Where two students live at exactly the same distance from the academy a random ballot will be used.

### **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 31<sup>st</sup> December of that intake year. This will be maintained by 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. Children's position on the waiting list will be determined solely in accordance with the equal ability bands. Where places become vacant they will be allocated to children on the waiting list from the same band and in accordance with the oversubscription 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 more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose applications are turned down are entitled to a right of appeal.

## **APPENDIX I**

### **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.