

INSPIRING FUTURES

Macmillan  
Academy

**ADMISSIONS  
ARRANGEMENTS  
2023-24**

## **POLICY DETAILS**

<b>Policy title:</b>	Admissions Policy
<b>Staff name and job title:</b>	Nick Stott – Deputy Headteacher
<b>Organisation:</b>	Macmillan Academy
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## **POLICY REVISION AND APPROVAL HISTORY**

<b>Version</b>	<b>Date of review</b>	<b>Date of next review</b>	<b>Comments</b>	<b>Approved by</b>
1.1	March 2023	March 2024	Reviewed policy	Nick Stott

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## **1. THE ADMISSION ARRANGEMENTS NUMBERS FOR MACMILLAN ACADEMY FOR THE YEAR 2023/24 ARE 240.**

- 1.1 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.
- 1.2 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 Admission Panel, appointed by the Board of Governors. Macmillan Academy will take part in the coordinated 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 coordinated admission arrangements operated by Middlesbrough LA.
- 1.3 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.

## **2. ADMISSION ARRANGEMENTS APPROVED**

- 2.1 The admission arrangements for Macmillan Academy for the year 2023/2024 and, subject to any changes approved from consultation, for subsequent years are as set out below:
  - 2.1.1 Macmillan Academy may set a higher admission number than its Published Admission Number (PAN) for any specific year. Students will not be admitted above PAN unless in exceptional circumstances

## **3. PROCESS OF APPLICATION**

- 3.1 Macmillan Academy will participate in Middlesbrough LA's coordinated admissions scheme and will adhere to the National timetable for admissions. Applicants should apply for a place at Macmillan Academy by completing the Local Authority preferences online. In addition, there is a confirmation of application form upon which all students are encouraged to complete and return to the academy by the end of October

## **4. CONSIDERATION OF APPLICATIONS**

- 4.1 Macmillan Academy will consider all applications for places. When the number of applications is less than the PAN, Macmillan Academy will offer places to all those who have applied.

## **5. PROCEDURES WHERE MACMILLAN ACADEMY IS OVERSUBSCRIBED**

- 5.1 Students applying will be assessed using a non-verbal reasoning test which is externally marked and will be placed into one of nine ability bands. The intake will be in direct proportion to the profile of applicants.
- 5.2 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 Health Care Plans where Macmillan Academy is named on the plan, the criteria will be applied in the following order.
  - 5.2.1 Children who are a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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). Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved. If relevant evidence is not provided the child cannot be considered under this criteria.
  - 5.2.2 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 on roll at the academy at the date of enrolment. Applicants must be able to provide evidence in the form of child benefit documentation that the siblings do live at the same address, on the date of enrolment to the academy.
  - 5.2.3 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 of the applicant substantiated on medical advice and acceptable to the academy.
  - 5.2.4 Children of staff at the academy may be given priority:
    - 5.2.4.1 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.
    - 5.2.4.2 The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - 5.2.5 Of the remaining places:
    - 5.2.5.1 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.

- 5.2.5.2 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 who is in receipt of child benefit for the applicant.
- 5.2.5.3 For students living within the outer catchment area places will be offered on the basis of an independently operated random allocation. When a choice must be made between achieving the correct number of students in each stanine, and achieving the correct balance between Inner and Outer catchment area, priority will be given to achieving the correct number of children in each stanine.
- 5.2.5.4 In a tie break situation, where two students live at exactly the same distance (inner catchment) from the academy (and who are not from multiple births) the offer will be made by random allocation.

## **6. OPERATION OF WAITING LISTS**

- 6.1 Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the academy will operate a waiting list.
- 6.2 Where in any year Macmillan Academy receives more applications for places than there are places available, a waiting list will operate until the 31 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.
- 6.3 When places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

## **7. ARRANGEMENTS FOR APPEALS PANELS**

- 7.1 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.
- 7.2 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 appeals are normally held in June.

## **8. ARRANGEMENTS FOR THE ADMISSION OF STUDENTS TO YEARS 8 – 11**

- 8.1 In year applications must be made using the Middlesbrough co-ordinated in year admissions scheme. Information on this scheme, including the standard application form, can be found on the [Middlesbrough.gov.uk](http://Middlesbrough.gov.uk) website. All forms must be returned to Middlesbrough Authority. The academy must consider all in year applications and, if the year group applied for has a place available, admit the student. Unsuccessful applicants are entitled to a right of appeal.

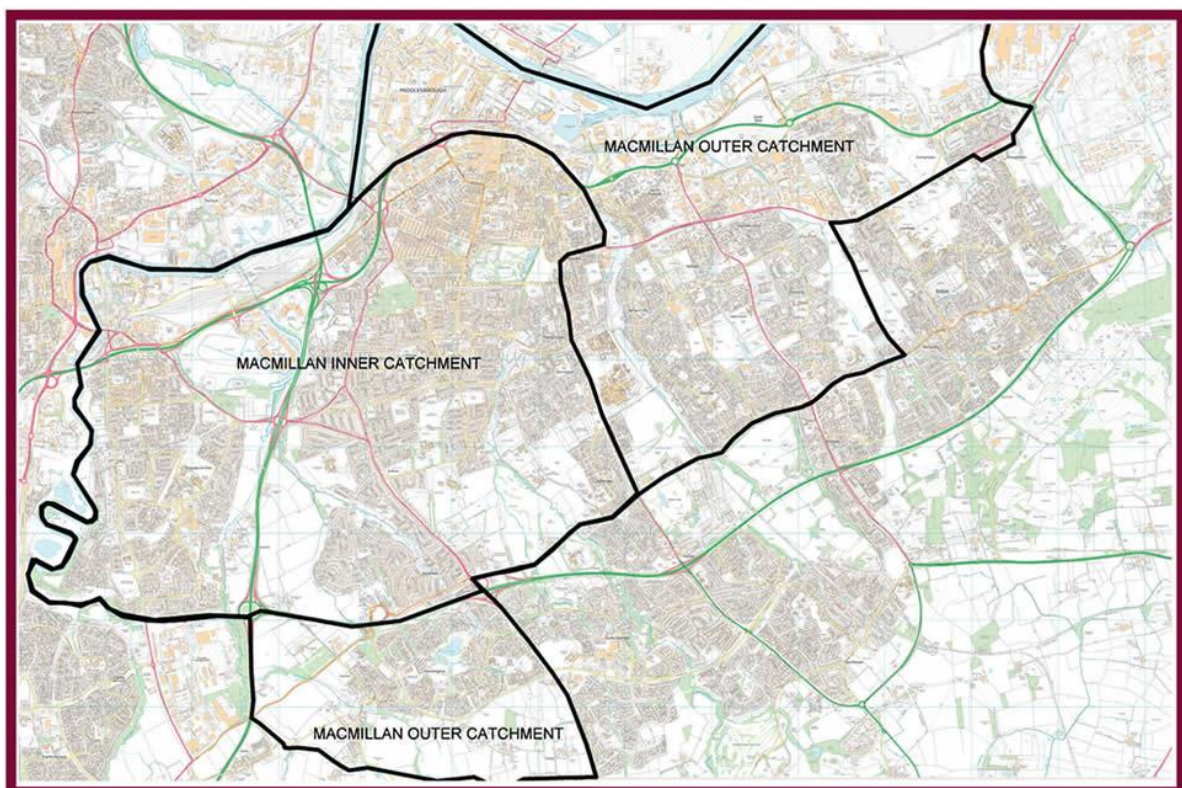
## 9. APPENDIX I

### 9.1 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.

### 9.2 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.









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