

# Greater Manchester Education Trust

## **Determined Admissions Policy** (for admissions to start school in September 2025)

**V2.0**

## Approval History

Approved By:	Date of Approval	Version Approved	Comments
TB	March 2023	1.0	
Trust Board	December 2023	2.0	All academies added to oversubscription criteria as per section 4

## Revision History

Revision Date	Previous Revision Date	Summary of Changes	Owner/Editor

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## **1.0 PURPOSE OF THE POLICY**

Greater Manchester Education Trust is the Admission Authority and is therefore required to draft, consult on and determine their admission arrangements. Where there are more applicants than places available, the academy will apply the admission arrangements in order to decide which applicants will be offered places.

These admission arrangements apply to applicants seeking a place in Year 7 and in Year. Applications for admission to the sixth form will be dealt with by the academy, not by the LA. Applicants should apply direct to the academy for a sixth form place.

Admission arrangements for voluntary aided schools, foundation schools, free schools and academies are set by their Governing Body, who are, the Admission Authority for their establishment. They are responsible for drafting, consulting on and determining their admission arrangements. Copies of admissions arrangements for these types of schools/academies in Manchester can be found on the school/academy website and the LA's website. They are also available on request from the relevant school/academy and the LA.

## **2.0 PRINCIPLES OF THE POLICY**

- We will welcome students of every race, colour, creed and level of ability
- We will ensure that each student is provided with equality of opportunity
- We will provide schools/academies, students, parents/carers with full information about the school/academy
- We will provide students, parents/carers with the opportunity to look around the school/academy and talk to staff
- We will ensure a smooth and efficient transition for students, to the school/academy
- Students with additional needs will have individualised arrangements made for their transition

## **3.0 APPLICATION PROCEDURES**

Greater Manchester Education Trust has elected to use the Local Authority's admission process. Therefore, the co-ordination and administration of admissions is undertaken by Manchester LA's Admissions Service.

All parents/carers are required to apply to their home LA (Local Authority) regardless of where the school/academy they are applying for is situated. Manchester residents will apply to Manchester LA. The LA will liaise with other Admission Authorities in Manchester and other LAs where required. Manchester LA will inform parents/carers in writing of the outcome of their application.

Applications should be made online at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions). The application system will be available from mid-August. Alternatively, paper forms are available and can be requested by phone on 0161 245 7166. They should be returned to:

The Admissions Service  
Manchester City Council  
P.O. Box 532  
Town Hall  
Manchester  
M60 2LA

Or [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

Offers will be made on 1<sup>st</sup> March by the Local Authority.

## **4.0 ADMISSIONS**

### **4.1 Admission Numbers (PAN)**

A Published Admission Number (PAN) is the number of places a school/academy has in each year of entry (Appendix 1). Places will normally only be offered up to the published admission number. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached.

Outside of the year of entry it is expected that the PAN will continue to be applied. However, if circumstances at the academy have changed since the year of entry, a place may be refused even if the admission number has not been reached.

### **4.2 Admission Procedure for Year 7 Students for September Intake**

Information about the school/academy will be provided in the first instance by:

- The LA to all parents/carers
- The school/academy through its website
- The school/academy through brochures on request
- The school/academy through policies on request
- The school/academy through Open Evenings, Transition Days and other events

Parents/carers must apply to their home Local Authority (LA) on or before the LA's closing date. Details of the closing date will be provided in the LA's brochure and on their website – [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).

After September 1<sup>st</sup> any parents/carers wanting a place at the school/academy must contact the LA directly.

### **4.3 Oversubscription Criteria**

The oversubscription criteria will be applied to all applicants where there are more applicants than places available. All applicants will be placed in a priority order determined by the oversubscription criteria. Places will be offered to the applicants with the highest priority until all places at the academy have been offered.

- Year 7 in September (Secondary Admissions Round),
- Year 7 up to year 11 during the academic year (In Year Admissions).

#### 4.4 Secondary Admissions Round – Oversubscription Criteria

All children whose Education, Health and Care Plan names the school/academy must be admitted subject to appropriate, statutory meetings and agreed plans.

**Category 1** – children who are looked after by a local authority and children who were previously looked after by a local authority. Children who were looked after or in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or another professional provider of care.

**Category 2** – children with exceptional medical/social needs;

**Category 3** – children with a sibling at the school/academy;

**Category 4** – Priority will next be given to the children of staff employed by the trust in either or both of the following circumstances:

- a) Where the member of staff has been employed at the trust for two or more years at the time at which the application for admission to the school/academy is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Category 5** – all other children;

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the academy as defined by Local Land and Property Gazetteer (LLPG), and using the LAs computerised measuring system, with those living closer to the academy receiving higher priority.

Proximity to school/academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equal-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by a random selection drawn by a senior officer outside of the education service.

For parents/carers who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the LA to determine which address will be used for the purpose of admission. Should the LA be unable to reach a decision based on the information received, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

## Notes:

### Category 2 – Exceptional medical/social needs

- A panel of LA officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent/carer has chosen the school/academy because the child has exceptional social or medical circumstances or the parent/carer is disabled, this should be indicated with the reasons for choosing the academy. Parents/carers must also provide a letter from a doctor or social worker as supporting evidence. The LA will then send a category 2 application form allowing the parent/carer to state in full the exceptional social/medical reasons why the child should attend this academy.
- If supporting evidence is not supplied with a category 2 application the application will be refused.
- **Notes:** To submit a category 2 request for consideration, applicants are required to do so by completing a separate form.  
Requests can be made to [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

### Category 3 – Sibling

- A sibling is defined as an older sister attending Levenshulme High School when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children as well as full and half siblings;

## 4.5 Late Applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school/academy is oversubscribed, parents may request that their child is placed on the school/academy's waiting list.

The following excerpt taken from the LA's Admissions Scheme describes how late applications will be dealt with.

- 4.5.1** The closing date for applications will be 31 October 2024. Any SAFs received after the closing date will be processed as late applications. This means an offer of a school/academy place will be made after all on time applicants have been processed. Late applications for Manchester school/academies may result in parents/carers not being offered a place at their preferred school/academy.
- 4.5.2** The LA will only process applications received after the deadline date as on time applications if there is a good reason for late submission. Such applications are valid late applications. A valid late application will include situations where children move into Manchester after the closing date, before offers of places are made.
- 4.5.3** Where possible late applicants will be sent an offer letter on 01 March.
- 4.5.4** Applications received after the 01 March will be notified of the outcome of their application as soon as possible.

#### **4.6 In-Year Admission Arrangements for admitting students in Years 7-11 including readmission for any students who have left the school/academy during the course of the year**

- 4.6.1 All applications submitted for years other than the normal year of entry should be made directly to the LA.
- 4.6.2 Applications will be considered by the school/academy and if the year group applied for has a place available, will admit the child.
- 4.6.3 Parents/carers whose application is unsuccessful have the right to appeal to an independent appeal panel.
- 4.6.4 The LA will provide a written explanation and an offer of appeal.

#### **4.7 In-Year Admissions – Oversubscription Criteria Y7–11 during the Academic Year**

All children whose Education, Health and Care Plan names the school/academy must be admitted subject to appropriate, statutory meetings and agreed plans.

**Category 1** - children who are looked after by a local authority and children who were previously looked after by a local authority. Children who were looked after or in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or another professional provider of care.

**Category 2** - children with exceptional medical/social needs;

**Category 3** - children with a sibling at the school/academy

**Category 4** – children who have moved into Manchester and are without an offer of a place

**Category 5** - Priority will next be given to the children of staff employed by the trust in either or both of the following circumstances:

- a) Where the member of staff has been employed at the trust for two or more years at the time at which the application for admission to the school/academy is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Category 6** – all other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the academy. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the academy as defined by Local Land and Property Gazetteer (LLPG), and using the LAs computerised measuring system, with those living closer to the academy receiving higher priority.



Proximity to the academy is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

**Notes:**

**Category 2 - Exceptional medical/social needs**

- A panel of LA officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent/carer has chosen the school/academy because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the academy. Parents/carers must also provide a letter from a doctor or social worker as supporting evidence. The LA will then send a category 2 application form allowing the parent/carer to state in full the exceptional social/medical reasons why the child should attend this school/academy.
- If supporting evidence is not supplied with a category 2 application the application will be refused.
- **Notes:** To submit a category 2 request for consideration, applicants are required to do so by completing a separate form.  
Requests can be made to [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

**Category 3 - Sibling**

- A sibling is defined as a sister attending the applied for school/academy when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children;

**Category 4 - New to Manchester**

- A child is considered new to Manchester when they:
  - a) Move into the city from abroad and make an application within the same academic year.
  - b) Move into the city from another LA and make an application within the same academic year and it is unreasonable to expect them to attend their previous school/academy.
- A child who is new to Manchester will be prioritised for their preferred school/academy. These applicants have not had the opportunity to apply during the normal admission round when they may have had a reasonable chance of being offered a preferred school/academy.
- All preferences will be considered equally and if more than one preference can be offered the highest ranked preference will be offered. If no preference can be offered an alternative offer of the closest Manchester school or academy with vacancies will be made. Once a preference for an alternative offer is made, the applicant will no longer be considered in this category.

## 4.8 Waiting Lists

Waiting lists will be held in criteria order according to the oversubscription criteria. Waiting lists will not be operated on a “first come, first served” basis. The amount of time an applicant is on a waiting list will not affect their position on it.

For the Year 7 Admissions Round a waiting list will be held up to the 31<sup>st</sup> December. At this point applicants will be required to re-apply for the school/academy should they wish to stay on the waiting list.

For In Year applications, waiting lists will be held for the remainder of the academic year in which the application was made. At the end of the academic year (July 26) all applicants will be removed from all waiting lists. The only exception to this will be if the applicant has not been offered a place at any school/academy. In this circumstance the applicant will be kept on the waiting list for the next term. Details of the waiting list process will be on the application forms and on the offer letters sent to applicants.

Parents/carers may seek a place for their child outside of their normal age group. Where a request is received to admit a child outside their normal age group, the local authority will co-ordinate the request with the school(s) requested and the decisions made.

Waiting lists will be held in criteria order using the oversubscription criteria in the school / academy's admission arrangements. Waiting lists are not operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it.

The following excerpt from the Admissions Scheme 2025/2026 describes how late applications will be dealt with.

## 5.0 SIXTH FORM ADMISSIONS

### 5.1 Admission Information

Information about Sixth Form and its entry requirements is provided to students and parents:

- At Sixth Form Open event(s) in September
- At local High Schools' F.E. Fairs
- The school / 6<sup>th</sup> Form website
- The school through prospectus on request

### 5.2 Admission Procedure

All students who wish to apply for a place must submit an application form by the specified closing date.

All students will be invited for an interview. If the students' predicted grades, confirmed by their current school, meet our entry requirements then they will be offered a conditional place. However, this offer of a place will be dependent on the grades the students achieve in the external exams. Enrolment in the sixth form will be further dependant upon available capacity.

### Waiting lists

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appeal forms must be returned to by the published date or within 20 school days of receipt of the refusal.

Full details of the appeals procedure are available at

[http://www.manchester.gov.uk/info/705/school\\_admissions/7102/school\\_place\\_appeals](http://www.manchester.gov.uk/info/705/school_admissions/7102/school_place_appeals)

The following is a summary of the process:

- The Local Authority will manage the appeals process on behalf of the Academy Trust.
- The Appeal must be submitted on the appeal request form, or online, setting out the grounds on which the appeal is made. Online forms are available here [http://www.manchester.gov.uk/info/705/school\\_admissions/7102/school\\_place\\_appeals/3](http://www.manchester.gov.uk/info/705/school_admissions/7102/school_place_appeals/3) or at the following address:

Integrated Admissions Service  
Manchester City Council  
P.O. Box 532  
Town Hall  
Manchester  
M60 2LA

or school.admissions@manchester.gov.uk

Appeal forms must be returned to the Independent Appeal Panel by the published date or within 20 school days of receipt of the refusal. An appeal form received after the due date will only be heard in the first appeals round in exceptional circumstances.

## Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

## Appendix 1

<b>GMET Published Admission Numbers into Year 7 from 09.25</b>	
Levenshulme High School	220
Parrs Wood High School	300
The East Manchester Academy	220
Whalley Range 11-18 High School	270