



Determined Admission Arrangements for Dean Trust Ardwick 2017/18

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Introduction

The Dean Trust is the Admission Authority for Dean Trust Ardwick and is therefore required to draft, consult on and determine their admission arrangements.

Where there are more applicants than places available Dean Trust Ardwick 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.

Application Procedures

All parent/carers are required to apply to their home LA regardless of where the school/academy they are applying 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 parent/carers in writing of the outcome of their application.

Applications should be made online at www.manchester.gov.uk/admissions 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

In Year applications can be downloaded from: www.manchester.gov.uk/admissions and should be returned to the above address.

Published Admission Numbers (PAN)

A Published Admission Number (PAN) is the number of places a school/academy has in the year of entry. Places will normally only be offered up to the published admission number. A child cannot be refused admission to the normal year of entry 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.

The published admissions number for Dean Trust Ardwick for entry to year 7 in the 2017/18 academic year is 240.

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.

Secondary Admissions Round and In Year Admissions – Oversubscription Criteria

All children whose statement of special educational needs or Education, Health and Care plan names the school must be admitted.

Category 1 - Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order

Category 2 - children with exceptional medical/social needs;

Category 3 - children with a sibling at the academy;

Category 4 - Children of staff at Dean Trust Ardwick who have 2 years continuous service at the school at the time of application.

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 Local Authority's computerised measuring system, with those living closer to the academy receiving higher priority.

Tie-breaker,

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 unless the children tied for the final place are of multiple births from the same family, living at the same address, in which case they will all be admitted and the PAN exceeded.

For parents 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 Local Authority to determine which address will be used for the purpose of admission. Should the Local Authority 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 Local Authority officers will consider Category 2 applications on behalf of the Academy Trust.
- If a parent has chosen Dean Trust Ardwick 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 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 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.

Category 3 – Sibling

- Siblings of pupils attending the school. '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 who, in any of these cases, will be living with them at the same address at the date of their entry to the academy.

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.

An applicant's details will be held on the waiting list for the term in which the application was made (for normal round admissions this will be the end of the autumn term). At the end of each term all applicants will be removed from the waiting list. At this point applicants will need to reapply should they wish to stay on the waiting list.

Details of the waiting list process will be on the application forms and on the offer letters sent to applicants.

Late Applications

All applications received after the deadline of 31 October 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 is oversubscribed, your child will be placed on the school's waiting list.

Further information on the LA's co-ordinated scheme can be found at: www.manchester.gov.uk/school.admissions

Appeals

Under the terms of the School Standards Framework Act 1998 you have the right to appeal to an Independent Appeal Panel against any refusal of a school place. Parents who wish

to exercise this right must state their intention either in writing to the Admissions Officer, Dean Trust Ardwick, 345 Stockport Road, M13 0LF or on the school's online form at www.deantrustardwick.co.uk within 28 days of receipt of notification letter. Information on the timetable for the appeals process is available on our website.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. When such a request is made the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned taking into consideration the following: parent's views, information about the child's academic, social and emotional development, where relevant their medical history and the views of a medical professional, whether they have been previously educated out of their normal age group. The school will set out clearly the reason for their decision. To apply for a place outside of the normal age for entry into Year 7 September 2017 parents should apply through the normal process, completing the local authority's application form, parents should also send reasons for such application to the Admissions Officer, Dean Trust Ardwick, 345 Stockport Road, M13 0LF.