The Albion Academy
The best in everyone™
Part of United Learning

Admissions Policy

2026-27

REVIEW TIMETABLE

The Policy will be reviewed either: • Annually • When statutory guidance changes • When incidents may dictate the need for review		Date
Policy created by:	Mathew Rogers	July 2024
Policy Updated/Amended by:	Mathew Rogers. No amendments made	May 2025
School policy ratified by Local Governing Board:	Jo Egerton	July 2025

Information for Parents

1. Procedure for Entry

1.1 The Albion Academy is a member of the United Learning Trust. The Academy has a clear mission to be an inclusive community which celebrates ambition and aspirational learners.

1.2 For entry into Year 7 the admissions application and offer process will be co-ordinated by Salford City Council's School Admissions Service. All students are admitted without reference to ability or aptitude and the Academy will consider all applications.

1.3 The Published Admissions Number (PAN) for Year 7 is 175, Year 7. Where fewer than 175 applications are received, the Academy will offer places to all those who have applied unless the application is defined as an exception (see below).

1.4 Students with an Education, Health and Care Plan (EHCP) that names the Academy in the will be given priority over other admissions. If a child has an EHCP and you require further advice on primary to secondary transfer, please contact the Special Educational Needs section of the Local Education Authority of the area you live in.

2. Over-Subscription

2.1 Where the number of applications for admission is greater than the published admissions number of 175, applications will be considered for Year 7 against the criteria set out below. After the admission of pupils with an Educational Health Care Plan which names the Academy the criteria will be applied in the order in which they are set out below:

(a) **Admission of children in public care** (looked after children) **and previously looked after children.** Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). From September 2021, this includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(b) **Specific medical needs, social needs and special needs**: where the application is supported by specific advice from a professional, such as a doctor and/or consultant for medical need or a social worker, health visitor, housing officer, the police or probation officer for social need. The supporting evidence must confirm the child medical and/or social need and set out why that need makes it essential that your child attends the named school rather than any other.

(c) **Siblings of pupils:** who will be attending the Academy on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship.

(d) **Attendance at an associated primary school**:

i. Brentnall Community Primary School
ii. Lower Kersal Community Primary School
iii. Marlborough Road Academy
iv. The Friars Primary School
v. St George's CE Primary School
vi. St Pauls CE Primary School
vii. St Phillips CE Primary School
viii. River View Primary School

(e) **Nearest walking distance to the Academy:** children who live the nearest distance from the Academy. The distance which determines how close the child lives to the Academy is measured in a straight line (as the crow flies) from the child's permanent home address to the front entrance of the Academy.

The child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn, and the application cancelled.

Only one application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time at the point of application. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided.

It is at the discretion of the Academy Trust what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will work with the Local Authority to ensure places are allocated in advance of the family arriving in the area (as long as one is available) provided the application is accompanied by an official letter that declares a relocation date and that parents provide evidence of their intended address, which will be used for the purposes of applying the oversubscription criteria set out above. For further information, please see Schools admissions • Salford City Council

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

3. Waiting List

3.1 If the Academy receives more applications for places than there are places available, the Academy will operate a formal waiting list until the end of the first term of the academic year of admission date. It is open to any parent to ask for his or her child's name to be placed on the waiting list following either an unsuccessful application or an unsuccessful appeal.

3.2 The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places in the Academy become vacant, and if not required by a child with an Education Health Care Plan or one who is required to be admitted through an In-Year Fair Access Protocol, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

4. Appeals

4.1 Parents have the right to appeal the decision regarding admission of their child under the Schools Admission Appeals Code. Further assistance is available from the Academy Office -0161 359 5100

5. Making an Application for Year 7

5.1 Any parent wishing to apply to The Albion Academy for a place for their child in Year 7 must use the Common Application Form published by the local authority in which the applicant resides. This is available from offices of the Council, the Academy Office or electronically from Local Authority websites. Salford City Council's Admissions website can be found here: Schools admissions • Salford City Council.

5.2 Applications received in any other format will not be considered. Parent(s) are advised to make a copy of the completed form for their own records.

6. Closing Date for Applications

6.1 The closing date for applications for applicants residing in Salford is that stated on the Local Authority Common Application Form (see Schools admissions • Salford City Council). The closing dates for applicants residing in other authorities should be checked with that authority. Parent(s) are responsible for ensuring applications are submitted (electronically or by post) to arrive by the time stated on the Common Application Form. Parent(s) applying after this date should attach a covering letter to explain why the application is late. Late applications may not be considered until after consideration has been given to those applications received by the deadline for admissions.

7. Offer of Places – Year 7

7.1 Parent(s) will be notified in writing on the date stated on the Local Authority Common Application Form of the outcome of their application. Typically, this is 1 March – National Offer Day. Parent(s) will be given more detailed information about the process for appeals at that time. The closing date for appeals to be lodged, normally 28 days after the notification of a place

not being offered, will be stated clearly. Those who are accepted to the Academy will receive further information once they have been notified of their place and an invitation extended for student and parent(s) to meet with the Principal.

8. In Year Admissions

8.1 The Academy will consider applications submitted for year groups other than year 7 and applications for entry mid-year, if the year group has a place available. Offsite Direction requests for other students will also be considered. Admission will follow an admissions meeting with the Assistant Principal and/or Inclusion Leader.

In Year Applications (Year 7 - 11) Parents of students who wish to transfer into Salford City Academy in Years 7 to 11, or those with a midyear admission request, should approach the Salford Local Education Authority. You can find the page on Salford City Council via this website here.

They can also be contacted using the details below:

School Admissions Team

Children's Services, Second Floor, Unity House, Salford Civic Centre, Chorley Road, Swinton, M27 5AW Telephone: 0161 909 6508

Email: school.admissions@salford.gov.uk

The Academy may oppose admission to the Academy of a student who has displayed challenging behaviour on the grounds that this will impact on the best interest on others in the Academy community. If this is the case the Academy will raise any concerns with the Local Authority Fair Access Protocol. Parents whose application is turned down will be entitled to appeal; they will be asked to clearly outline their reasons in writing for the governing body/local education authority. Parents who wish to appeal against decisions regarding admissions outside of the usual round should contact the school.

9. Exceptions

9.1 The DfE School Admissions Code sets out the limited and exceptional circumstances in which the Academy need not comply with parental preference. These can be found here: School Admissions Code

10. Contact Details:

Principal:	Mr Mathew Rogers
Academy Office:	The Albion Academy London Street Salford M6 6QT
Tel No:	0161 359 5100
Email:	contact@albionacademy.co.uk