

# DRAFT



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## The Albion Academy Admissions Policy

### 2024-25

#### REVIEW TIMETABLE

The Policy will be reviewed either:		Date
<ul style="list-style-type: none"><li>• Annually</li><li>• When statutory guidance changes</li><li>• When incidents may dictate the need for review</li></ul>		
Policy created by:	Mathew Rogers	June 2023
Policy Updated/Amended		
School policy ratified by Local Governing Board:	Jo Egerton	July 2023

# The Albion Academy Admissions Policy

## Information for Parents

### 1. Procedure for Entry

- 1.1 The Albion Academy is a member of the United Learning Trust which has a Christian ethos. The Academy accepts students of all faiths and none.
- 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. Jewish Cassel Fox
  - iii. Lower Kersal Community Primary School
  - iv. Marlborough Road Academy
  - v. The Friars Primary School
  - vi. St George's CE Primary School
  - vii. St Pauls CE Primary School
  - viii. St Phillips CE Primary School
  - ix. 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 they 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 their 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 or email [contact@albionacademy.co.uk](mailto:contact@albionacademy.co.uk)

### **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](mailto: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 School Admissions Code (September 2021) sets out the limited and exceptional circumstances in which the Academy need not comply with parental preference. These are when:
- (a) the applicant, once of compulsory school age, has been excluded from two or more schools or when, for in year admission applications only, in specific circumstances set out in the Code, the applicant is:
  - (b) Particularly challenging, in which case the school will liaise with the Local Authority under Fair Access Protocol arrangements.

Parent(s) are asked to seek further information from the Principal if they believe their child falls into either of these categories.

## 10. Contact Details:

Headteacher:

Mr Mathew Rogers

Academy Office:

The Albion Academy  
London Street  
Salford  
M6 6QT

Tel No:

0161 359 5100

Email:

[contact@albionacademy.co.uk](mailto:contact@albionacademy.co.uk)

## Appendix A

### School Admissions Code (2021)

#### **Children who have been permanently excluded twice or display challenging behaviour**

3.8 Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to the following children:

- a) children who were below compulsory school age at the time of the permanent exclusion;
- b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- d) children with Education, Health and Care Plans naming the school.

3.9 Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 applies.

3.10 Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol.

3.11 An admission authority should only rely on the provision in paragraph 3.10 if it has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

3.12 The provision in paragraph 3.10 cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question.

3.13 Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

3.14 A local authority has the power to direct the governing body of a maintained school for which they are not the admission authority to admit a child in their area even when the school is full. The local authority can only make such a direction in respect of a child in the local authority's area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The local authority must choose a school that is a reasonable distance from the child's home and from which the child is not permanently excluded. It must not choose a sixth-form that selects by ability unless the child meets the selection requirements, or a school that would have to take measures to avoid breaking the rules on infant class sizes if those measures would prejudice the provision of efficient education or the efficient use of resources.

## Applying for places in the normal admission round

### 2.4

In some cases, admission authorities will need to ask for supplementary information forms in order to process applications. If they do so, they must only use supplementary forms that request additional information when it has a direct bearing on decisions about oversubscription criteria or for the purpose of selection by aptitude or ability. Places must be allocated on the basis of the oversubscription criteria only. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. Admission authorities must not ask, or use supplementary forms that ask, for any of the information prohibited by paragraph 1.9 above or for:

- a) any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates);
- b) the first language of parents or the child;
- c) details about parents' or a child's disabilities, special educational needs, or medical conditions;
- d) parents to agree to support the ethos of the school in a practical way;
- e) both parents to sign the form, or for the child to complete the form.

### Paragraph 1.9 (Relevant points)

It is for admission authorities to formulate their admission arrangements, but they must not:

- a. place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements;
- b. take into account any previous schools attended, unless it is a named feeder school;
- c. give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements;
- d. introduce any new selection by ability;
- e. give priority to children on the basis of any practical or financial support parents may give to the school or any associated organisation, including any religious authority
- f. give priority to children according to the occupational, marital, financial or educational status of parents applying. The exceptions to this are children of staff at the school and those eligible for the early years pupil premium, the pupil premium and the service premium who may be prioritised in the arrangements in accordance with paragraphs 1.39 – 1.39B;
- g. take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family;
- h. discriminate against or disadvantage disabled children, those with special educational needs, or those applying for admission outside their normal age group where an admission authority has agreed to this under paragraphs 2.17 to 2.17B;



- i. prioritise children on the basis of their own or their parents' past or current hobbies or activities (schools which have been designated as having a religious character may take account of religious activities, as laid out by the body or person representing the religion or religious denomination<sup>22</sup>);
  
- m. interview children or parents. In the case of sixth form applications, a meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting cannot form part of the decision-making process on whether to offer a place.
  
- o. request photographs of a child for any part of the admissions process, other than as proof of identity