



**Manchester Academy**  
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Part of United Learning



# Admissions Policy

**For admission to Manchester Academy  
in the 2025/26 academic year**

## For Office Use Only

Date of last review:	November 2023	Target Audience:	All staff / governors / parents and carers
Date of next review:	September 2024	Reason for version change:	Update for consultation for September 2025 entry
Review period:	1 year	Name of owner/author:	SLT
Version number:	5.0	Name of individual / department responsible:	SLT

# Manchester Academy

## Proposed Admissions Policy and Procedure for entry in 2025/26

Manchester Academy has an admission number of 240 for Year 7 in September 2025. The Academy will consider all applications. If there are fewer than 240 applications for entry into Year 7, the Academy will offer places to all those who have applied.

Manchester Academy is a member of United Learning which has a Christian ethos. The Academy accepts students of all faiths and none.

Students with an Education Health Care Plan that names the Academy are dealt with outside of the admission process. Such students will be admitted to the Academy. Manchester Academy houses Local Authority funded resourced provision for students with Autism Spectrum Disorder. Places within this provision are allocated by the Local Authority. If a child has special educational needs 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.

### Over Subscription

If the number of applications for admissions is greater than 240 after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order

- i. **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, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See Note A.
- ii. **Students with significant specific medical, social or special educational needs which are not covered by an Education and Health Care Plan.**

The significant specific need which parents may ask to be taken into account must:

- relate directly to the student;
- be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education.

Parent(s) wishing to make an application on the basis of this criterion must demonstrate that the Academy is uniquely suited to meet the need described in their application and that no other school can meet these needs.

Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account, a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy.

Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information.

- iii. **Students with a sibling or siblings currently attending the Academy who will continue to do so on the date of admission.**



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. See Note C.

#### **iv. Students who live the nearest distance to the Academy.**

The distance which determines how far the student has to travel to the Academy is the shortest walking distance along public highways and footpaths between the door to the student's permanent address and the nearest entrance to the main school building.

The student's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residency can be requested at any time throughout the admissions process. Parent(s) may be asked to provide their original Council Tax and Child Benefit documents. See Notes D and E

*If false or misleading information is used to gain entry to the Academy the offer of a place will be withdrawn.*

### **Tie-break**

If within category *iv* above, a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. We use the distance between the child's permanent home address and the school, measured using the approach utilised by Manchester City Council.

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s), will be allocated using a random allocation process (handled independently) if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

### **Waiting List**

If in any year the Academy receives more applications for places than there are places available, the Academy will operate a 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 2025) applicants will be removed from all waiting lists.

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.

The child's position on the waiting list will be determined solely in accordance with the over subscription criterion set out above. Where places in the Academy become vacant, they will be allocated to children on the waiting list in accordance with the over subscription criterion.

### **Appeals**

Parent(s) have the right of appeal to the Academy's Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. Further assistance is available at the Academy Office. Further information on the appeals process can be found via Manchester City Council's website here: [School place appeals | School place appeals | Manchester City Council](#)



## Making an Application

Any parent wishing to apply to Manchester Academy for a place for their child in Year 7 in September 2024 must use the Common Application Form published by the Local Authority in which the applicant resides. This form is available from offices of your local Council. The Manchester City Council's Common Application Form is available from the Academy Office or as a document to download from Manchester City Council website – [http://www.manchester.gov.uk/info/705/school\\_admissions](http://www.manchester.gov.uk/info/705/school_admissions).

Applications received in any other format will not be considered. Parent(s) may photocopy the form but the online form must be submitted by the published date. Parent(s) are advised to make a copy of the completed form for their own records.

## Closing Date for Applications

The closing dates for applicants residing in other authorities should be checked with that authority.

Applications should be completed online using the Local Authority form and must be completed by the time and date stated within the local authority application process. Parent(s) applying after this date should attach a covering letter to explain why their application is late. Late applications may not be considered until after consideration has been given to those applications received by the deadline.

## Offer of Places

Parent(s) will be notified in writing on 1<sup>st</sup> March 2025 of the outcome of their application. For those who are unsuccessful, parent(s) will be notified in writing as to the reason(s) why it has not been possible to allow the child to attend the Academy. 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 visit the Academy and meet with relevant staff, including the Principal.

## In-year admissions

For the academic year, this is how in-year admissions will be dealt with between 1<sup>st</sup> November 2025 and 31<sup>st</sup> August 2026.

In-year admissions are dealt with by Manchester City Council on behalf of the school and parents should apply to the local authority for a place in the school outside of the usual admissions arrangements. Further information can be found here: [Secondary school admissions | Manchester City Council](#). The school can also provide the relevant documentation and this is also available on the school website. Parents have the right of appeal against any refusal of a place.

## Exceptions

The School Admissions Code sets out the limited and exceptional circumstances in which an application to the Academy will not be accepted. These are when the applicant has been excluded from two or more schools or when, for in year applications, in specific circumstances set out in the Code, the applicant is particularly challenging.

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

## Fair Access Protocol

Manchester Academy participates in the In-Year Fair Access Protocol managed by Manchester City Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.

## Contact Details

Principal: Mr James Eldon, Principal  
Academy Office: Manchester Academy  
Moss Lane East  
Moss Side  
Manchester  
M14 4PX



## Notes

### A. Looked After Child:

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision 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.

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 any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision 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.

### B. 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.

### C. 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.

### D. 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.

### E. Distance:

To determine distance from the school we will measure the distance between a child’s permanent home address and the school. This will be done in conjunction with the Local Authority, we will use their system to measure distance to ensure alignment with their wider role in admissions.

