



# ADMISSIONS AND ADMISSIONS ARRANGEMENTS POLICY

## Vision

At Cedar Mount Academy we believe that all students should learn to be the best version of themselves, so that they leave school after five years as happy, caring and knowledgeable young people ready contribute as global citizens. This is a school designed to support and develop its local community and driven by our three values of hard work, aspiration and respect.

## Rationale

The Trust is aware of the need for all Academies within the Trust to comply with The School Admissions Code issued under Section 84 of the Schools Standards and Framework Act 1998.

This Code applies to admission arrangements in all schools in England and imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions.

## Introduction

- 1.1 Applications for places at Cedar Mount Academy will be made in accordance with Manchester Local Authority co-ordinated secondary school admission scheme, details of which will be included in the Authority's booklet "Secondary School Admissions Information for Parents" and on the Manchester admissions website: [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).
- 1.2 The Principal and Governing Body of the Academy set the Year 7 places available at 180 with a total capacity for 900 pupils for each academic year.
- 1.3 Where fewer than 180 applications are received in any one year group, the Academy will offer places to all those who have applied, unless the application is defined as an exception (see below).

## 2. Oversubscription

- 2.1 Where the Academy is oversubscribed with equal preference applications, the following criteria will be applied, in priority order:
- 2.2 Children in public care at the time when preferences are expressed and who are expected to be still in public care at the time of their admission to the Academy.
- 2.3 Children for whom the Academy accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the Academy. Documented social, medical or psychological evidence must be provided in support of the application from an appropriate independent registered professional which sets out why the Academy is the only school that can meet the child's needs or circumstances.
- 2.4 Children with older brothers or sisters (including adopted siblings, fostered siblings, step siblings and those living as siblings in the same family unit), attending the Academy at the date of the younger child's admissions.
- 2.5 Children living within the Academy's geographical priority area (GPA) leading from a feeder primary school.
- 2.6 If siblings from multiple births (twins, triplets, etc) apply for a place and the Academy would reach its Published Admission Number of 180 after admitting one or more, but before admitting of all those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its Published Admission Number.

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### **3. Pupils with a Statement of Special Educational Needs**

- 3.1 Cedar Mount Academy will, subject to its right of appeal to the Secretary of State in relation to a named pupil, only admit pupils with a statement of special educational need specifically naming the Academy.
- 3.2 The admission of pupils with a statement of special educational needs will follow the assessment procedure for in year SEND admissions as outlined below. Such assessments will be undertaken by the SEND team in conjunction with any previous school data.

### **4. Waiting List**

- 4.1 If, in any year, the Academy receives more applications for places than there are places available, the Academy will operate a waiting list via school admissions, which will be reviewed twice a half term.
- 4.2 The waiting list is open to any parent for his or her child's name to be placed on the list following either an unsuccessful application or an unsuccessful appeal and must enter the list via school admissions.
- 4.3 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.
- 4.4 Where places in the Academy become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **5. Appeals**

- 5.1 Parents/Carers have the right of appeal. All rights to appeal will be outlined by the Local Authority's Admissions Team.

### **6. Making an Application**

- 6.1 Any parent/carer wishing to apply to Cedar Mount 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.
- 6.2 This form is available from the offices of your local Council. The Manchester Local Education Authority Common Application Form is also available from the Academy's Administration Office or as a document to download from the Academy website at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).
- 6.3 Applications received in any other format will not be considered. Parents/carers may photocopy the form but an original signature is required. Parents/carers are advised to make a copy of the completed form for their own records.
- 6.4 The closing dates for applicants residing in other authorities should be checked with that authority.

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## 7. Exceptions

- 7.1 The School Admissions Code of Practice (2021) sets out the limited and exceptional circumstances in which an application to the Academy will not be accepted.
- 7.2 Exceptions are when the applicant has been excluded from two or more schools or when, in specific circumstances set out in the Code, the applicant is particularly challenging or deemed 'complex'.
- 7.3 Exceptions and referrals back to admissions will be made for those pupils who meet the IYFAP criteria outlined below:  
IYFAP criteria
- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
  - Children who have been out of education for two months or more;
  - Children of Gypsies, Roma, travellers, refugees and asylum seekers;
  - Children who are homeless
  - Children with unsupportive family backgrounds for whom a place has not been sought;
  - Children who are carers
  - Children with special educational needs, disabilities or medical conditions (but without a statement)
- 7.4 Parents/Carers are asked to seek further information from the school admissions team, if they believe their child falls in to either of the above categories.

## 8. In Year Admissions – please see Appendix 1

- 8.1 In Year admissions are requests for places in any year group received by the Local Authority or the Academy outside the ordinary admissions process for Year 7 after the beginning of the Autumn term.
- 8.2 Parents/Carers will be required to contact the Local Authority when enquiring about an In Year school place as part of its overall role in co-ordinating admissions. The Local Authority will then ask the Academy whether a place is available and the Local Authority in collaboration with the Academy will then notify parents/carers of the outcome.
- 8.3 If the application is not successful, parents/carers have the right to appeal the decision to an independent Appeals Panel.
- 8.4 The arrangements for those pupils/pupils joining the Academy In Year are detailed in Appendix 1 which aims to promote the inclusion of new arrivals and to support all pupils/pupils arriving during the school year to achieve their full potential.
- 8.5 For managed move protocols please see Appendix 2.

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## Appendix 1

### **In Year Admission Process**

#### **Admissions Process**

- A parent/carer who wants a place for their child at Cedar Mount Academy will be required to complete a Request for Admission form. This can be obtained from any of the following:
  - Cedar Mount Academy Administration Office.
  - Manchester City Council offices.
  - Manchester City Council website.
- The completed form is returned to Manchester City Council.
- Manchester City Council Admissions Department produce a twice half termly waiting list of availability at Cedar Mount Academy.
- Where a pupil/pupil has specific needs or difficulties, places will be allocated through the Manchester “In Year Fair Admissions Protocol”, of which Cedar Mount Academy is a member.
- Once Cedar Mount Academy has been informed that a named pupil has been allocated a place, it will implement procedures to ensure a smooth admission and transition for the named pupils.
- CMA will contact the previous school/academy attended (if applicable) and send a request for information relating to:
  - Prior Attainment.
  - Attendance Record.
  - Behaviour Record / Log History for the named pupil.
  - SEN status/need and previous support/provision.
- On receiving all requested and relevant information, an admissions discussion is arranged with the pupil, parent/carer, admission team and appropriate member of SLT and/or other relevant bodies, for example The International New Arrivals Team/ SENDCO
- Admissions discussions times and dates vary dependent on demand for places and the number of pupils referred.

A Cedar Mount Academy Admission Form is completed to collect the following information:

- Prior attendance data.
- Prior attainment data.
- Details of any special educational needs, including EAL needs.
- Any other specific needs the pupil has, including those that would make the pupil vulnerable.
- Relevant Safeguarding information – private fostering situation, LAC.
- Proof of identification in the form of a passport/birth certificate or Identity card for both pupils and parent/carer.
- Proof of the pupil’s date of birth.
- Pupil ethnicity/religion
- Pupil’s medical history and relevant doctor’s details.

The following information is given to the parents/carers and admitted pupil:

- Home School agreement
- Uniform and planner requirements.
- Academy Behaviour Policy.
- Academy routines, expectations and standards.
- Details of how the pupil will be supported through the admissions process and beyond.
- Access online to the Academy prospectus.
- Data Protection Letter.

Parents/Carers will be asked to provide consent for the following (which is fully protected under the Data Protection Act):

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- For the pupil to attend a Connexions interview where advice and guidance is offered in relation to suitable career and Post 16 opportunities.
- A photograph of the pupil to be taken for ID purposes.
- The pupil's fingerprint to be taken for the 'cashless' dining system.

### **Post Admissions Appointment Procedure**

Prior to this date, if all the information above has been available, the following will have been completed by admissions staff and appropriate SLT:

- The pupil information will have been entered into the Academy SIMS system.
- A pupil timetable will have been generated.
- Academic targets will have been generated.
- Academy staff will have been informed of the details of the pupil to aid integration into lessons.

### **Protocols for Pupil's/Pupil's First Day/Week**

- The new pupil will arrive on an agreed date at 9.30am and is to be greeted and admitted into the Academy by the induction team and Progress Leader or Assistant Pastoral Leader and uniform checked, and pupil planner provided.
- An initial tour of the Academy will be conducted, and the pupil's timetable issued to him/her.
- During their first week, the new pupil will be paired up with a 'Buddy' by the Assistant Pastoral Leader, usually someone within the same form group to help the newly admitted pupil to settle quickly and to become a fully integrated member of the Academy community.
- Pupils identified as having SEND needs, will be referred to the SENDCO for assessment of need, after admission background information has been compiled as outlined above.
- Pupils who are classed as International New Arrivals will be referred to the EAL department for additional testing and assessment of language needs as outlined above.
- Pupils with specific SEND or EAL needs will have a personalised induction into the Academy to best support their specific needs.

### **Monitoring**

- During the initial phase, the Progress Leader or Assistant Pastoral Leader will meet with the new pupil at the end of the first day and will conduct a formal meeting the end of the first week.
- At the end of the first week, parents/carers will be contacted to report back and discuss any issues of concern arising from the pupil's first week in the Academy.
- If a pupil has not settled well, the Progress Leader or Assistant Pastoral Leader will arrange a meeting with the parent/carer to agree the actions needed to ensure the pupil is able to integrate into Academy life and realise their full potential. This may include identification of other relevant agencies to be involved in supporting the pupil and the production of a Pastoral Support Plan.

### **Managed moves**

All pupils with current school places within the district authority will be offered a managed move as opposed to a straight forward school admission. This will include:

- A meeting with parents/pupil and a representative from the previous school.
- The collation of previous school data on attainment, behaviour, attendance and any SEND information.
- Parents/pupils/school will be asked to sign Appendix 2 – outlining the expectations of the academy and the timeframe to which the managed move will be reviewed (usually one half term).
- Assessment of need will be identical to an in year admission in line with the Academy in year admission process described above.

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**Appendix 2**

**Cedar Mount Academy Managed Move Agreement.**

Pupil Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current school \_\_\_\_\_

Date of Managed Move meeting \_\_\_\_\_

The trial period for this managed move will be from \_\_\_\_\_ to \_\_\_\_\_

The agreement below states the terms of the managed move.

- 97% attendance
- 97% Behaviour for Learning Grades 1 and 2
- No lates
- No behaviour incidents inside or outside of the academy
- Completion of all homework
- Full school uniform

If \_\_\_\_\_ does not comply with the above conditions this will result in a negative outcome at the end of their managed move or termination of the managed move and the pupil will return to their current school with immediate effect.

Whilst being at Cedar Mount Academy \_\_\_\_\_ will be here as a Guest pupil and will therefore remain on roll at the current school. Cedar Mount Academy will inform their current school at the end of the trial period the outcome of their managed move.

Agreement of Managed Move.

I agree to the managed move conditions as confirmed above.

Pupil Name \_\_\_\_\_ Pupil Signature \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

Current School Representative's Name \_\_\_\_\_

Current School Representatives Signature \_\_\_\_\_

SLT Name \_\_\_\_\_ signature \_\_\_\_\_

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