

# Statutory Consultation

## Admissions Arrangements (Policies) for Community and Voluntary Controlled Schools for 2024/25

**In The Round Reception & Year 7 (at the beginning of the autumn term in  
September each year)**

**In year (at any other time of the year) in any Year Group**

**This consultation also includes the change to the waiting list  
arrangements for the following own admission authority schools who  
currently use Manchester's waiting list arrangements.**

Abbey Hey Primary Academy	Ladybarn Primary School
Baguley Hall Primary School	Levenshulme High School
Barlow Hall Primary School	Manchester Academy
Beaver Road primary School	Manchester Communication Academy
Benchill Primary School	Manchester Communication Primary Academy
Briscoe Lane Academy	Newall Green Primary School
Brookburn Community School	Oasis Academy Aspinall
Cedar Mount Academy	Oasis Academy Harpur Mount
Cheetham CofE Community Academy	Oasis Academy Temple
Chorlton Park Primary (CLIC)	Old Hall Drive Primary School
Co Op Academy Belle Vue	Old Moat Primary School
Co Op Academy Broadhurst	Parrs Wood High School
Co Op Academy Manchester	Rolls Crescent Primary School
Co Op Academy North	
Co Op Academy New Islington	Rushbrook Primary Academy
Cravenwood Primary Academy	Seymour Road Primary Academy
Cringle Brook Primary School	St Barnabas CofE Primary Academy (Vantage)
Crossacres Primary Academy	St James' CofE Primary School Gorton (Vantage)
Dixons Brooklands Academy	Stanley Grove Primary Academy
Dixons Newall Green Academy	The East Manchester Academy

Gorton Primary School

Green End Primary School

Haveley Hey Community School

The Willows Primary School

Unity Community Primary School

Whalley Range High School

**Please note: No changes to Manchester's oversubscription criteria are proposed**

## **Why Consult On The 2024-2025 Admission Arrangements (Policy)?**

1. Manchester City Council (as local authority – LA) is admission authority for community and voluntary controlled schools and sets their admission policy.
2. Over the past six years the arrangements (policy) regarding reviewing waiting lists termly have operated extremely well. For example, the LA clean the waiting lists at the end of the Autumn term. All applicant detail is removed from every waiting list enabling the Spring terms lists to contain minimal detail.
3. This way of working was introduced with the intention to keep the numbers low on any school waiting list which would in turn, provide a school place to those children who did not have one more effectively.
4. Parent/carers are requested to apply again if they wish their child's details to remain on the waiting lists to transfer to a different school.
5. Consultation on the school arrangements (policy) for 2024/2025 is being carried out on the basis that changes are needed to take account of operational developments over the past 6 years and changes in the law.
6. Admission arrangements for voluntary aided schools, foundation schools, and academies are set by each individual governing body, which is the Admission Authority for their establishment. The governing body is responsible for drafting, consulting on and determining its own admission arrangements.

## **Current Arrangements (Policy) For Admission To Schools**

### **Admission to Reception & Year 7 In the Round (at the beginning of the autumn term)**

#### **Published Admission Number (PAN)**

8. Every community and voluntary controlled school has a set number of places, known as the Published Admission Number (PAN). Places will normally only be offered up to the PAN. A child cannot be refused admission (on the grounds of prejudice to the provision of efficient education and efficient use of resources) unless the PAN has been reached.

9. The parents/ carers of any child (regardless of where they live) may state a preference for any school they so wish. Where there are fewer or the same number of applications than places, every child will be offered a place as of right. Where there are more preferences than places, the applicants will be placed in admission order, according to the oversubscription criteria.

#### **Admission Numbers for Other Year Groups**

10. The number of places in each of Y1-Y6 & Y8 to Y11 is usually the same as the PAN. However, as a number of schools have been expanded over the years, the number of places in Y1-Y6 & Y8 to Y11 at some schools will differ from the PAN.

11. Manchester currently coordinates places for all in year applications for all types of schools within its borough. Application forms can be found online or paper copies are available upon request to the council and can also be obtained from any school in the city

12. The admissions service produce weekly waiting lists on a Monday and provides this information to each school. Schools return the lists complete with any school place vacancies they hold. Admissions then notify the parent/applicant of the offer of a school place. Should the schools be unable to make the offer of a place, a place at an alternative school will be identified by Admissions and again, the parent will be notified.

13. Manchester continues to receive high volumes of applications requesting places for in year and since the introduction of the In Year guidance to the school admissions code in May 2021, the admissions service have identified and referred significant high numbers of applications through its in year fair access process to identify school places within a reasonable time.

14 During the 21/22 academic year, 8500 in year applications were received requesting a school place. Of these, 5801 were offered a school place. During the same academic year, only 1415 pupils were removed from school registers due to leaving the city.

15. The net increase of children coming into the city being more than the net loss, has resulted in capacity within some year groups being significant low, especially in the high school sector. This means that the majority of preference made in year cannot be met as the preferred school is already full. When this happens, an alternative school place is identified, and the applicants' details remain on the waiting list for their preferred school until the end of term, when all applicants are removed.

16. The process to remove applicants from waiting lists for the start of the new term is lengthy and time consuming. During the same period, new applications are being received by the council from the same parents who wish to remain on the lists for a preferred school place. The process of reapplication has become ineffective and is causing unnecessary reapplying tasks for parents and the council.

17. The council is proposing to change the reapplication process from three times per year to one. This means when an application is made, and a lower preference or alternative school place is offered, applicant details will remain on the waiting lists for the higher preference school for the whole or remainder of the academic year. All details of every in-year application will then be removed over the summer break rather than every term. The only exception to this, is where an application has not been offered a school place and are out of education. Any applications which fall into this category will be carried over into the next academic year.

18. As defined in 2.15 of the school Admission Code, applications from the reception & year 7 transition rounds who were waiting for a higher preference and therefore brought over to the in-year waiting lists, will be removed by 31<sup>st</sup> of December each year.

19. The benefits of this change will provide

- Assurance that all school preferences are being considered for longer
- school place in the meantime
- Reduction in the time the child is missing education.

- Officer time used more effectively
- Reduce officer process time in responding to parental queries on the receipt of termly applications
- Reduce officer, councilor enquiries and complaints whilst managing parental expectation
- Applicants not having to reapply termly
- Parental encouragement resulting in a more likely acceptance of the alternative

**Oversubscription Criteria – There are no changes proposed to the current criteria sets, for Transition or In-Year. Changes are only proposed to how the In-Year waiting list are managed**