

# MARLBOROUGH ROAD ACADEMY

## ADMISSIONS POLICY

### BACKGROUND

Marlborough Road Academy is sponsored by Salford Academy Trust. Salford Academy Trust is the admissions authority. Admissions are co-ordinated by the Salford Admissions Team. They will try to meet parental preferences for schools but it is not always possible to do so.

Places in schools are limited by the physical space in the school. Each school has an admission number which is based on its size. If the number of pupils requiring places at the school exceeds the admission number then not everybody will be successful in obtaining a place there. This is what is meant when a school is said to be 'oversubscribed'. If Marlborough Road Academy is oversubscribed the places available will be allocated according to the following admission criteria:

- **Medical reasons** - If claiming medical reasons, parents/carers must provide evidence from their doctor that their child has a medical condition that means that admission to that specific school is essential.
- **Special educational needs** - Children whose statement of special educational needs stipulates that specific school.
- **Children in need** - Children in need as defined by the Children Act (1989). Those who are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development or a child whose health or development would be impaired without the provision of services by the local authority. Applications under this criterion would need to be supported by an appropriate professional stating that attendance at a particular school is essential. This includes children in public care.
- **Older brother or sister** in attendance at the school at the date when the pupil is to be admitted. This includes step-children and foster children living with the same family at the same address.
- **Distance from school** - This would involve the measurement being made between the child's permanent residence and the preferred school in a straight line. Those children who live close to the school will get priority for places.

### APPLYING FOR A PLACE AT MARLBOROUGH ROAD ACADEMY

At Marlborough Road Academy, we try to accommodate all children who want to come here, although places will be offered in line with the above admissions criteria. We can accept up to 60 children in the Nursery class and 60 into the Reception class each year.

Marlborough Road Academy is on the boundary of the Salford Education Authority. When applying for a place you complete the Salford Application form for entry.

Children can be admitted to Marlborough Road Academy at any appropriate age but will only be admitted at certain times throughout the year. The in year admission dates are as follows:

First week of Autumn Term (September)  
First week of Spring Term (January)  
First week of Summer Term (April)

First week after October Half Term holiday  
First week after February Half Term holiday  
First week after Whit Half Term (June)

Whilst children are waiting to be admitted, they will be given work to complete at home and will visit the school at pre-arranged times to help them integrate into their new class.

## **Admission to the Nursery Class**

Children can be admitted to the Nursery when they are 3 years old or if they will reach this age before 31 August in the year they are admitted.

Admission applications should be made through the Salford Admissions Team for the September intake. Information and application packs will be available from late October in the year before the September intake. Parents or carers of children of Nursery age will receive an admissions pack from their Local Authority. This needs to be returned to the address in the pack.

The deadline for applications is usually the middle of January. Places are announced via letter or email usually during the middle of April. You will normally be given at least 10 working days to let the Local Authority know whether you want to accept this offer. If you do not respond within this timescale the place may be offered to another child.

Late applications will only be dealt with once all other applications have been allocated and accepted.

You can apply online at [www.salford.gov.uk/apply-for-a-primary-place](http://www.salford.gov.uk/apply-for-a-primary-place)

A place in the Nursery class does not guarantee a place in the next class, Reception, as all parents must re-apply for a Reception Class place.

## **Admission to the Reception Class**

Children usually transfer into the Reception class at the end of the Nursery year when they are 4 years old.

For children already in the Nursery who are due to move in to the Reception class, admission packs are given out from the school. The form can be returned via the school or sent direct to the address in the pack.

## **In Year applications for all year groups:**

Usually, children transfer through the year groups until they are 11, when they normally move to a local secondary school.

Applications for all school places are coordinated by Salford Academy Trust. If you would like your child to attend Marlborough Road Academy you should first contact the school for information, and complete an application form. The Academy will then allocate a place in the required year group if one is available. If a place is not available your name will be placed on a waiting list at Marlborough Road Academy and your application will be referred to the Local Authority and you will be sent a list of schools that do have places available.

## **Arrangements for the Admission Of Pupils With Disabilities**

Most children with Special Needs will not be disabled within the meaning of the Disability Discrimination Act 1995 Act. The admission of pupils with disabilities is considered in the first instance in the same way as non-disabled pupils. Further considerations are made in the light of need and accessibility. In practice we ensure that classroom and extra curricular activities encourage the participation of all pupils, including those categorised as having Special Educational Needs. Staff organise resources within the school to increase access to learning and participation by all pupils.

## How to appeal if a place has been refused

If you are not offered a reception place at the school you have the right to appeal against the decision.

The law on infant class sizes states that no five, six or seven year olds should be in a class of more than 30 pupils; the circumstances where an appeal committee can uphold an appeal for these year groups are therefore limited.

The Department for Education publishes a guide for parents on school admissions and appeals. The guide explains the school admissions and appeals processes; what parents can expect from the admissions system; how to object to unlawful arrangements and how to find further information and support.

This Policy should be read in conjunction with the Salford publication "Choosing a primary school in Salford" which is available from the school; can be downloaded from [www.salford.gov.uk/primary-schoolapply.htm](http://www.salford.gov.uk/primary-schoolapply.htm); or can be requested by telephoning the Salford Admissions Team on 0161 778 0415 or by e-mail from [school.admissions@salford.gov.uk](mailto:school.admissions@salford.gov.uk)

### DOCUMENT STATUS

Version	Date	Action	Approved by Governing Body	
			Signature	Date
1	September 2012	First printed		
2	September 2015	Amended (reference to SAT added to opening paragraph)		
3	March 2016	Amended (In-Yr admissions)	CM	10/5/16
4				

*This Policy has been impact assessed to ensure that it does not have an adverse effect on race, gender or disability equality*