

MARLBOROUGH ROAD ACADEMY

ADMISSIONS POLICY

BACKGROUND

Marlborough Road Academy is sponsored by Salford Academy Trust. Salford Academy Trust is the admissions authority. Reception and Nursery admissions for September 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. In-year admissions are co-ordinated by the Academy.

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 Marlborough Road Academy is essential.
- **Special educational needs** - Children whose statement of special educational needs or whose education, health care plan (EHC) stipulates Marlborough Road Academy.
- **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 Marlborough Road Academy 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 Marlborough Road Academy in a straight line. Those children who live closest 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 into the Nursery class and 60 into the Reception class each year.

Children currently in another primary school 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.

Children moving into the area and not currently in a school will be admitted as soon as a place becomes available.

Admission to the Nursery Class

Marlborough Road Academy is in the Salford Education Authority. When applying for a place you complete the Salford Application form for entry. You can apply online at www.salford.gov.uk/apply-for-a-primary-place.

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 calendar 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.

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.

A place in the Nursery class does not guarantee a place in the next class, Reception. All parents of children in the Nursery class must apply for a Reception place if they wish their child to continue into the Reception class.

Admission to the Reception Class

Marlborough Road Academy is in the Salford Education Authority. When applying for a place you complete the Salford application form if you pay your council tax to Salford City Council and the Manchester application form if you pay your council tax to Manchester City Council. You can apply online at www.salford.gov.uk/apply-for-a-primary-place or http://www.manchester.gov.uk/info/500321/primary_school_admissions

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

A place in the Reception class guarantees a place in year 1.

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.

All in year applications are coordinated by Salford Academy Trust. If you would like your child to attend Marlborough Road Academy you should contact the school for information, and to 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. 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 Educational Needs or Disabilities will not be disabled within the meaning of the Equality Act 2010. The admission of pupils with disabilities is considered in the first instance in the same way as that of 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 having special educational needs or disabilities. 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 old 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; or can be requested by e-mail from school.admissions@salford.gov.uk

DOCUMENT STATUS

Version	Date	Action	Approved by Governing Body	
			Signature	Date
2	September 2015	Amended (reference to SAT added to opening paragraph)		
3	March 2016	Amended (In-Yr admissions)	CM	10/5/16
4	June 2017	Reviewed	CM	22/6/17

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