



Manchester  
Communication  
Primary  
Academy

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# Manchester Communication Primary Academy

Admissions Policy

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2025 - 2026

## Approval History

This document has been prepared within	Manchester Communication Primary Academy (MCPA)
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Person Responsible for Policy	Admissions Officer
Owner	MCPA LGB
Signature of Approval	

## Revision History

Revision Date	Summary of changes	Owner/Editor
Sep 2022	Dates changed to reflect the new academic year	ARE
March 2023	<ul style="list-style-type: none"> <li>• Dates of application and appeals has been added</li> <li>• Information on how to apply has been updated</li> </ul>	AW

# Contents

Aims .....	3
Legislation and statutory requirements .....	3
Definitions .....	3
How to apply.....	4
Requests for admission outside the normal age group.....	4
Allocation of places.....	4
In-year admissions and waiting lists .....	6
Appeals .....	6
Monitoring arrangements .....	6

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## PURPOSE OF THE POLICY

Greater Manchester Academy Trust (GMAT) is the Admission Authority for Manchester Communication Primary Academy (MCPA) and is therefore required to draft, consult on and determine their admission arrangements.

Where there are more applicants than places available the academy will apply the admission arrangements in order to decide which applicants will be offered places.

These admission arrangements apply to applicants seeking a place in Year 7 and within the school year.

### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place.

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### 4. How to apply

Greater Manchester Academies Trust has elected to use the Local Authority's admission process. Therefore, the co-ordination and administration of admissions is undertaken by Manchester LA's Admissions Service.

All parents/carers are required to apply to their home Local Authority (LA) regardless of where the school/academy they are applying is situated. Manchester residents will apply to Manchester LA. The LA will liaise with other Admission Authorities where required. Manchester LA will inform parent/carers in writing of the outcome of their application.

Applications should be made online at [manchester.gov.uk/admissions](http://manchester.gov.uk/admissions). Alternatively, paper forms are available and can be requested by phone on 0161 245 7166. They should be returned to:

The Admissions Service Manchester City Council,  
Box 532,  
Town Hall, Manchester  
M60 2LA  
Or [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

**The closing date is 15<sup>th</sup> January 2025**

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. In order to do this, please contact the school directly and speak to the headteacher.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 60 pupils for entry in the reception year group.

### 6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

MCPA follows the Manchester local authority admissions protocol, including the oversubscription criteria. [https://www.manchester.gov.uk/info/705/school\\_admissions/6588/primary\\_schools\\_councils\\_admission\\_rules](https://www.manchester.gov.uk/info/705/school_admissions/6588/primary_schools_councils_admission_rules)

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This policy takes account of the updated version of the School Admissions Code (from 1st September 2021) of previously looked after children which has been expanded to include children who were in state care outside of England but were then adopted. All reference of previously looked after children (PLAC) includes this internationally adopted PLAC. Further guidance can be accessed Admissions priority for children adopted from state care outside of England'

2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as a chronic condition or disability. The school requires a letter from the child's doctor as supporting evidence if you are making an application on the basis of social or medical need.
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. All other children, with priority given to those who live closest to the school.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Parkstead Drive. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **6.4 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

### **6.5 Fair Access Protocol**

We participate in Manchester's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **7. In-year admissions and waiting lists**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school, after consultation, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. The waiting list is held by the school. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be submitted to Manchester local authority.

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[adminprimary@mca.manchester.sch.uk](mailto:adminprimary@mca.manchester.sch.uk)

## 9. Monitoring arrangements

This policy will be reviewed and approved by MCPA local governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.