

Admissions Policy

Admissions Information 2018-19

Admissions Authority

Middleton Technology School (MTS) is an 11-16 Academy under the trusteeship of the Great Academy Education Trust (GAET). As an Academy, the Academy Trust is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The co-ordination of admissions arrangements is undertaken by the Local Authority.

Published Admissions Number (PAN)

GAET on advice from the Local Governing Body has set the admissions number for MTS at 270 for incoming year cohorts from September 2015.

Therefore, the admissions numbers for the Year groups 7, 8, 9 and 10 are set at 270, whilst the admission number for Year 11 is 240.

Transition to Secondary School from Primary Schools

A 'Transferring to Secondary School' booklet is published by the Local Authority, giving details of the Local Authority's co-ordinated admissions arrangements. This is available from Local Authority Offices, on the Rochdale Council website and on request from the Local Authority directly.

In the Autumn term 2016, parents/carers of children in Year 6 in the Borough's primary schools should receive a letter reminding them that they now need to apply for a secondary place.

All initial correspondence and any reminders of the deadline for applications will come through the child's primary school. Parents/carers should, therefore, ensure that the contact details held by the primary school are up-to-date.

Parents/carers must complete a common application form, expressing three preferences for secondary school admission, and return this to the School Admissions Team at the Local Authority.

The closing date for all applications for September admission is the end of October of the admission year.

Parents/carers can request an application form by contacting the Local Authority directly. Alternatively, applications can be made online or by downloading an application form from the Rochdale Council website www.rochdale.gov.uk.

Parents/carers should ensure that all relevant information is included on the application form.

Late applications or applications which are missing key information, such as a child having a sibling already attending our school, will affect the child's position on the admissions list and may result in him/her missing out on a place.

All applicants will be considered at the same time after the closing date for admissions and in a fair way based on the PAN (Published Admission Number), the published admissions criteria and the information that is returned on the application form.

Parents/carers will be informed of the Governors' decision to offer a place by Rochdale Local Authority at the beginning of March of the admission year

At this point our MTS Primary Liaison Co-ordinator gathers information from child, parents and the previous school in order to put the students into mixed ability tutor groups.

Senior staff interview all new Year 7 students/parents in the half term prior to admission in September.

Within-Year Transfers between Secondary Schools

Parents/Carers who would like their child to transfer to Middleton Technology School from another secondary school must complete a section 1 of the ***Within-Year Transfer Application Form*** and return this to the School Admissions Team at Rochdale Local Authority.

If places are available, children qualifying under the published admissions criteria will be admitted. However, if a student with 'challenging behaviour' applies to a year group at MTS which already has 10% of its students with challenging behaviour the governors can reject the application.

If there are more applicants than places available, then the published oversubscription criteria will be applied.

Please see the following Appendices for the admission of students to MTS.

Appendix 1 – In Year Transfer Admissions

Appendix 2 - Hard to Place Admissions

Appendix 3 – Managed transfer Admissions

Appendix 4 – Students leaving MTS

Admissions Criteria

The Governing Body will consider all applications for admission on an equal basis. After the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where Middleton Technology School is named in the Statement or Plan, priority for admission will be given in accordance with the following criteria:

1. Looked-After and previously Looked-After Children

A Looked-After Child is a child who is: (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under Section 22(1) of the Children Act 1989.

A previously Looked-After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

2. Children with special medical, social or psychological reasons for being admitted

Any special factors must have been made known at the time of the original application with supporting evidence supplied by a doctor, social worker, psychologist or education welfare officer, as appropriate.

3. Children with a sibling attending the school

A sibling connection only applies when pupils would be attending Middleton Technology School at time of admission. Sibling links refer to brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address.

4. Children of staff

It is anticipated that this will account for a very small number of places offered and will be reviewed annually by the Governing Body. The member of staff must have been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is required to fill a vacant post for which there is a demonstrable skill shortage.

5. Relative proximity to the school

Any remaining places will be allocated on the basis of the relative proximity between the child's home address, Middleton Technology School and their nearest alternate school.

The relative proximity is calculated by measuring the distance between the child's home address and the front gate of Middleton Technology School and deducting the distance calculated between the home address and the nearest alternate school.

This calculation will give the difference in distance that a child would have to travel between each school and establish a priority ranking. This means that children who live furthest to their alternate school will have priority for admission and could mean that children who are allocated a place live further from the school than children to whom it is not possible to offer.

Distances are calculated as a walking route and are measured using the Local Authority's computerised mapping system.

If the distance is the same for two or more applicants for the final place to be allocated, a random lottery will be carried out in a public place.

Tie-Break

Should the number of children whose applications fall into Categories 1 – 4 exceed the Published Admission Number, category 5 will be used as a tie-breaker.

Year 7 Admissions Waiting List

If there are more applications than places available, a waiting list will be maintained. Waiting lists will be ranked according to the relevant admissions/oversubscription criteria. Parents/carers will be notified if a vacancy arises. The Year 7 admissions waiting list will not be maintained beyond the 31st December of the admission year.

The Right of Appeal

If an application for admission or a within-year transfer request has been turned down by the Governing Body, parents/carers can appeal to an Independent Appeals Panel. This appeal must be made in writing to Rochdale Local Authority Legal Services Team within 20 school days of notification of refusal. The date of notification will be two working days after posting by first class post.

The decision of the appeals panel is binding on all parties

Admissions and Appeals Information

The following forms and documents are available from the School Admissions Team at Rochdale Local Authority:

- Secondary School Application Form
- Within-Year Transfer Form – Part One
- Within-Year Transfer Form – Part Two
- Secondary School Appeal Form
- Secondary Allocation and Appeal Procedure
- School Admission Appeal Timetable

RMBC School Admissions Team
Number One Riverside
Smith Street
Rochdale
OL16 1XU

Tel: (01706) 925089
Email: online.admissions@rochdale.gov.uk
Website: <http://www.rochdale.gov.uk>

RMBC Legal Services Team
School Admissions Appeals
Number One Riverside
Floor 2
Smith Street
Rochdale
OL16 1XU

Tel: (01706) 924811

Notes

Looked-After Children and Previously Looked-After Children

A Looked-After Child is a child who is: (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under Section 22(1) of the Children Act 1989.

A previously Looked-After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Shared Parenting

Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

Admission into a Different Year Group

There may be exceptional circumstances where admission into a different year group may be advised or considered (gifted and talented children, for example, or those who have experienced problems or missed part of a year, for example due to ill health). The Governors' Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal, but this does not apply if parents are offered a place other than in the year group for which they applied.

The Governing Body reserves the right to:

- Increase the number of places they are able to offer parents/carers.
- Withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

Policy Review and Consultation

GAET (taking account of recommendations from the school's Governing Body) will review and approve the Admissions Policy annually.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every five years if there is no significant change. The last consultation was in 2014.

Admission arrangements will be submitted to the Local Authority by 1 May and publicised on the school's website for the full offer year.

Created: 13th June 2017

Approved on: 20th June 2017

Approved by: Governors – Admissions Committee

To be Reviewed: Annually

Appendices For Admissions Procedures

Appendix 1 - In Year Transfer Admissions

Applications are made directly to the LA, if they are dropped off at school they are to be scanned to the admissions team at the LA to process. No action to be taken unless the LA advises that we are ok to process or whether they need to go to the hard to place panel.

On receipt of the transfer paperwork from the LA, check numbers on roll (NOR) for the year group. If the year group is full, inform the LA that we are full and ask them to refuse the place on this basis. Please note that the governors can also refuse a place if a student with 'challenging behaviour' applies to a year group at MTS which already has 10% of its students with challenging behaviour.

If places are available send a copy of the transfer to the member of SLT over the KS group so they are aware of the new student.

Contact the student's current school and request the following information:

- Attendance certificate
- Behaviour log

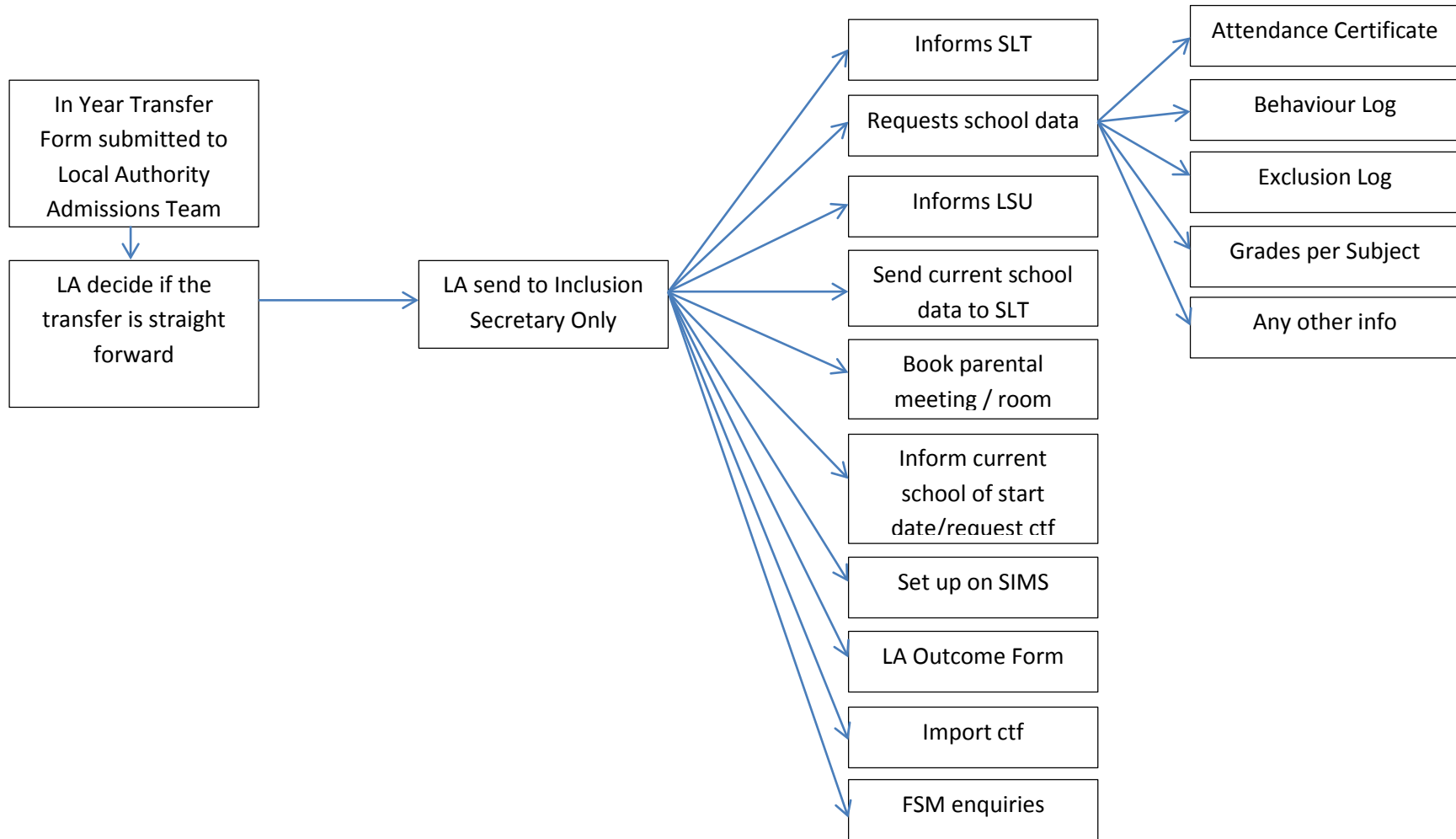
Exclusion log

- Grades per subject (latest report if possible)
- Any other info / concerns (SEN, CAF, CP etc...)

Once the information is received send to the SLT member to review. SLT will then advise who will meet with the family; arrange a meeting with the parents, book a meeting room, calendar the meeting for SLT member, prepare paperwork (student details form, biometric consent, home school agreement, internet access, asthma consent, student handbook and data protection statement). Forward student data obtained to LSU and inform them of the meeting date.

Admissions meeting takes place:

- JF advised of start date by SLT and helps parent complete forms.
- Advise LSU of given start date
- Advise current school of start date and request ctf file
- Set up on sims prior to start date
- Complete LA Outcome Form to confirm meeting & start date
- Import ctf file
- Create student file in filing cabinet (do not file until you have imported the ctf file so you don't forget)
- If parent advises entitled to FSM, submit query to benefits office to transfer to MTS listing



Appendix 2. Hard to Place Admissions

Applications are made directly to the LA, if they are dropped off at school they are to be scanned to the admissions team at the LA to process. If the LA deem the information disclosed classes the student as HTP, the transfer goes to panel and subject to NOR and HTP figures the place may get allocated.

On receipt of the transfer paperwork from the LA, check numbers on roll (NOR) for the year group. If the year group is full, inform the LA that we are full and ask them to refuse the place – the LA should have requested NOR prior to the panel so this shouldn't apply but check anyway.

If places are available send a copy of the transfer to the Head Teacher and member of SLT over the KS group so they are aware of the new student. If the reason for being HTP is of concern, the Head Teacher can request three school governors be called to review the placement. If the governors wish to refuse the placement the LA would have to be consulted with a valid reason / statistics; if the governors wish to go ahead: such as a year cohort having 10% of students with challenging behaviour.

Contact the student's current school and request the following information:

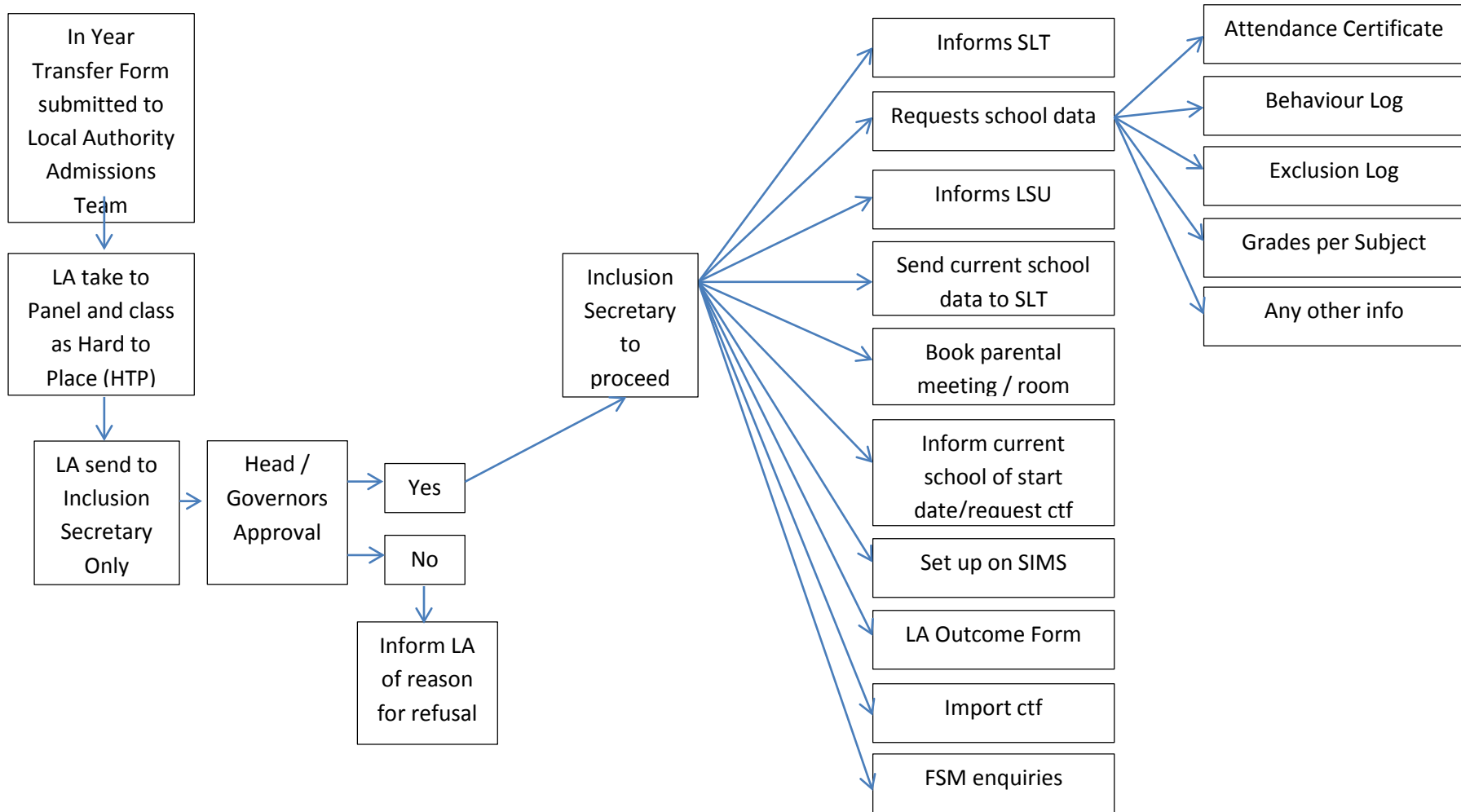
- Attendance certificate
- Behaviour log
- Exclusion log
- Grades per subject (latest report if possible)
- Any other info / concerns (SEN, CAF, CP etc...)

Once the information is received send to the SLT member to review. SLT will then advise who will meet with the family; arrange a meeting with the parents, book a meeting room, calendar the meeting for SLT member, prepare paperwork (student details form, biometric consent, home school agreement, internet access, asthma consent, student handbook and data protection statement). Forward student data obtained to LSU and inform them of the meeting date.

Admissions meeting takes place:

- JF advised of start date by SLT and helps parent complete forms.
- Advise LSU of given start date
- Advise current school of start date and request ctf file
- Set up on sims prior to start date
- Complete LA Outcome Form to confirm meeting & start date
- Import ctf file

- Create student file in filing cabinet (do not file until you have imported the ctf file so you don't forget)
- If parent advises entitled to FSM, submit query to benefits office to transfer to MTS listing



Appendix 3. Managed Move

After the latest panel, the LA will send through any managed move documentation for students placed at MTS. Behaviour logs / grades / SEN / CP should all be attached as the current school should have compiled and submitted all this to the LA to discuss at panel.

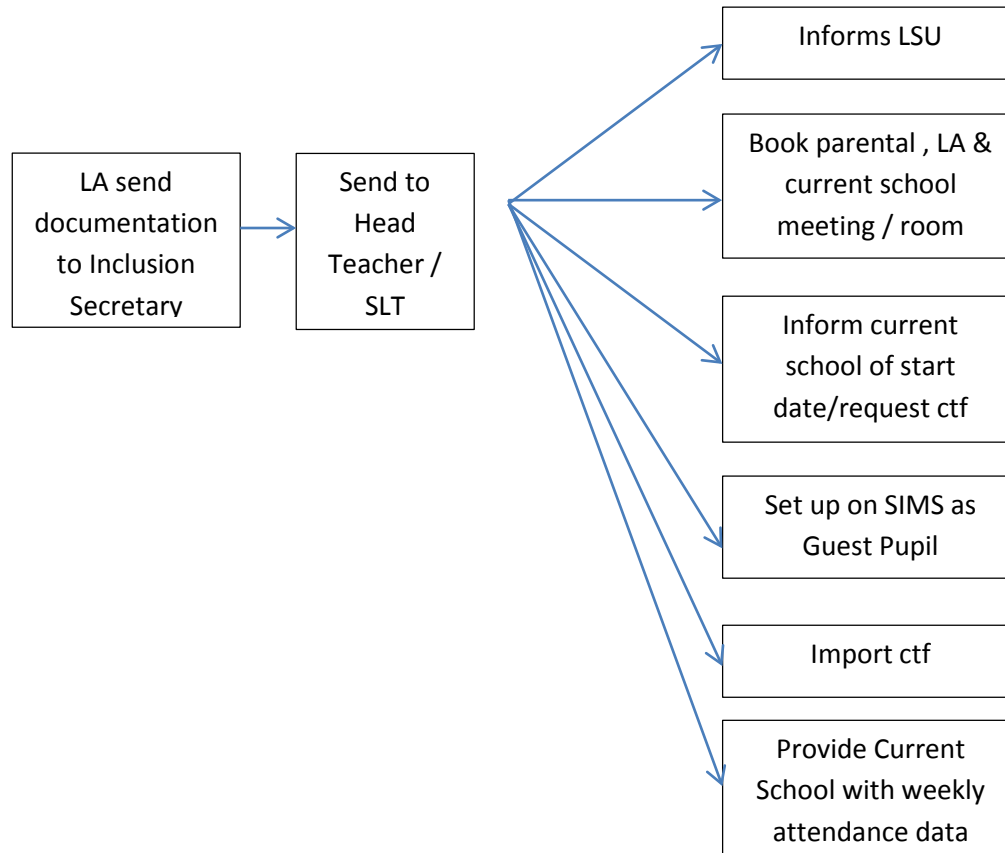
Paperwork will again go to the inclusion secretary only who will send it to the Head Teacher and member of SLT over the KS group. SLT will then advise who will meet with the parents; arrange a meeting with the parents / LA / current school, book a meeting room, calendar the meeting for SLT member, prepare paperwork (student details form, biometric consent, home school agreement, internet access, asthma consent, student handbook and data protection statement). Forward student data obtained to LSU and inform them of the meeting date.

Admissions meeting takes place:

- JF advised of start date by SLT and helps parent complete forms.
- Advise LSU of given start date
- Advise current school office of start date and request ctf file, confirm you will be taking as a 'guest pupil' enrolment status
- Set up on sims prior to start date
- Import ctf file
- Create student file in filing cabinet (do not file until you have imported the ctf file so you don't forget)
-

If parent advises entitled to FSM, the ctf from the school will confirm entitlement. Only transfer to MTS listing with the benefits office if the student is taken on roll permanently after 12 weeks.

Provide the school with weekly attendance figures so they can reflect any absences in their data.



Appendix 4. Students Leaving MTS

All students submitting a transfer form must have had a parental meeting with HOY / SLT first.

When the new school contact and request student data, all information must be provided by the head of year/ mentor to ensure all aspects are covered (CP, SEN, any concerns) as these members of staff know the students best. All requests must be actioned quickly and honestly.

School cannot take a pupil off roll without first personally confirming a start date with the new school, never take a parents word for it as we are responsible to both the LA and GAET for tracking the student's whereabouts. Ensure the new school details (name and dfe number) and a start date are detailed on sims when logging the departure for future reference.

Ensure a ctf file is sent through to the new school (legal requirement) the day you take them off roll. Request SEN send by registered post or password protected email any information to the new schools SEN department, likewise with CP documentation and LAC PEP's.