



## Middleton Technology School Admissions Policy

### Admissions 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 across the school for cohorts from Y7 through to Y10 is 270, Y11 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.

The parents/carers of all Year 6 pupils resident in the Borough will be requested to apply for a maintained secondary school place to Rochdale Local Authority, their home authority. **Parents are recommended to apply online as soon as possible from 1<sup>st</sup> September.**

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](http://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 will 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 there are more applicants than places available, then the published oversubscription criteria will be applied.

## **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**

Once places have been allocated using criteria 1, 2, 3 and 4, any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Distance will be determined by measuring the shortest, suitable walking distance to the preferred school and deducting the shortest suitable walking distance to the nearest or next nearest alternative school. This figure will give the difference in distance that one child would have to travel compared to another, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in the Borough or not.

In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots.

It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.

Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school applied to, and to the nearest/next nearest school. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

#### **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](mailto:online.admissions@rochdale.gov.uk)

Website: <http://www.rochdale.gov.uk>

RMBC Legal Services Team  
School Admissions Appeals  
Number One Riverside  
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 seven 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: 25<sup>th</sup> May 2018 (as a variation to the previously published policy, in line with the School Admissions Code 2014 Section 3.6)