



St Anne's  
Church of England Academy

The best for everyone  
The best from everyone  
We have faith in our future

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## Admissions Policy September 2022

Next Review Date: Autumn 2021

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Policy approved by the Trust Board on 29  
April 2021

Signed

**Janet Gregory Chair of the Trust Board**

ST ANNE'S CHURCH OF ENGLAND ACADEMY  
HOLLIN LANE, MIDDLETON, M24 6XN.

## Contents

1. Admissions Authority.....	3
2. Published Admissions Number [PAN].....	3
3. Oversubscription Criteria.....	3
4. Notes.....	4
5. Parents' Statutory Right of Appeal.....	4
6. Allocation of Places to Children of Multiple Births [Twins, Triplets, etc.].....	5
7. Allocation of Places to Children of UK Service Personnel.....	5
8. Admission to a Different Year Group.....	5
9. Waiting List.....	5
10. In-Year Transfers.....	6
11. Policy Review and Consultation.....	6
12. Useful Websites.....	7
13. Supplementary Information Form for Parents / Carers.....	8

# Admissions Policy

## 1. Admissions Authority

St Anne's Academy is a Church of England Academy in the Diocese of Manchester. The school welcomes applications from families of all faiths and none. From 1 March 2021, the Admissions Authority for the school is the Cranmer Education Trust [CET], with administration and implementation of the policy being delegated to the Local Governing Committee of the school.

The school is required to act in accordance with the Schools Admissions Code 2014 and the School Admissions Appeals Code 2012 which are available at <https://www.gov.uk/guidance/academy-admissions>.

The admissions process is coordinated by Rochdale Borough Council [the Local Authority] and the school liaises with the Local Authority on admissions issues.

The CET has consulted with Manchester Diocesan Board of Education in drawing up the following arrangements for admissions, which include the criteria to be used to determine the allocation of places when the school is oversubscribed.

## 2. Published Admissions Number [PAN]

St Anne's Academy has set its Published Admissions Number for admission to Year 7 in September 2022 at 180.

All students of secondary admission age are eligible for admission into Year 7 without reference to ability and aptitude. If no more than 180 applications are received for Year 7 Admissions in September 2022, the Academy will offer places to all those who have applied.

St Anne's will admit all children having a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) in which the Academy is named.

## 3. Oversubscription Criteria

When the number of applicants for admission to Year 7 exceeds the number of remaining places available (after the admission of children with a Statement of Special Educational Needs or EHCP naming the Academy) places will be allocated in accordance with the following oversubscription criteria. These should be read together with the notes below and will be applied in the order of priority shown:

1. 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 in line with the definition in Section 22(1) of the Children Act 1989 at the time of making an application

to a school. Previously Looked After Children are children who were Looked After but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

2. Children whose medical or social circumstances mean that their needs can only be met at this school.
3. Children whose parents/carers live in the Heywood and Middleton Deanery or the Rochdale Deanery and who will have a sibling attending the Academy at the date of admission.
4. Children whose families are regular worshippers in an Anglican Church or other Christian Church. A "Christian Church" means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by a Diocesan Bishop. These include:
  - a. Member churches of Churches Together in Britain and Ireland ([www.cbti.org.uk](http://www.cbti.org.uk))
  - b. Churches affiliated to the Evangelical Alliance ([www.eauk.org](http://www.eauk.org))
  - c. Partner churches of Affinity ([www.affinity.org.uk](http://www.affinity.org.uk))
  - d. Churches which are members of the Fellowship of Evangelical Churches ([www.fiec.org.uk](http://www.fiec.org.uk))

Only 30 places are available under this criterion. If more than 30 applications are received which meet this criterion, priority will be given to those who live closest to the Academy using a straight-line measurement from the main entrance of the Academy to the child's home.

5. Children whose parents/carers live in the Heywood and Middleton Deanery or the Rochdale Deanery, with priority given to those who live closest to the Academy using a straight-line measurement from the main entrance of the Academy to the child's home.
6. Any other children, with priority given to those who live closest to the Academy using a straight-line measurement from the main entrance of the Academy to the child's home.

#### 4. Notes

1. Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why St Anne's is the only suitable school to meet the needs of the child and the difficulties that would be caused if the child had to attend another school.
2. A sibling is defined as a brother or sister and includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
3. Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1<sup>st</sup> September in the year before admission to St Anne's. This will be verified through completion of the Supplementary Information Form shown at the end of this policy.

4. In order to apply for a place at St Anne's Academy, all parents / carers will need to complete the Rochdale Borough Council Secondary School Place Application Form and then submit it to Rochdale Borough Council. Parents / carers who wish to apply under Category 4 for the 30 places available to the children of worshippers in the Anglican or other Christian Church must also complete the Supplementary Information Form at the end of this policy and then return it direct to St Anne's.
5. The family of the child is defined as those with parental responsibility for the child.
6. Where there are more applicants than available places within a category, then distance to the child's home from the main entrance of the Academy in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant addresses using the criteria adopted by Rochdale Borough Council. The home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
7. Tie-breaker – Where two [or more] applicants for the final place live the same distance from the Academy, Governors will use random allocation to determine the allocation of the final place. This random allocation process will be supervised by a responsible person independent of the Academy.

## 5. Parents' Statutory Right of Appeal

Where Governors are unable to offer a place because the Academy is over-subscribed, parents have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the Clerk to the Governors at the Academy within 20 days of receiving the letter refusing a place to their child if they wish to appeal against this decision.** Parents will have the opportunity to submit their case to the Panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the Hearing.

Further information about any appeal will be provided by the independent clerk for the appeals panel. Details about the appeals process can be found on the school website.

## 6. Allocation of Places to Children of Multiple Births [Twins, Triplets, etc.]

Where there are children of multiple births wishing to be admitted and the sibling is offered the final place St Anne's may admit over the Published Admission Number if it is possible to do so.

## 7. Allocation of Places to Children of UK Service Personnel

Families of UK Service Personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A place at St Anne's can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address.

For the children of Armed Forces families and crown servants returning to the UK or Rochdale Metropolitan Borough at the end of their service, an Academy place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area [usually until the start of the following term, but it could be longer in particular circumstances].

## 8. Applications for Admission Outside the Normal Age Group

Parents/legal guardians are entitled to apply to the Trust for entry of their child into a year group outside of the normal age specific group. For example, if a child works at a higher ability than would be expected at Year 7, parents/legal guardians may apply to the Trust for entry of their child into Year 8. Equally, a child may have experienced problems such as ill health which means they would be better suited to a lower age group.

All applications should be sent to the Clerk to Trustees at the Trust. These can be submitted in writing by post or electronically by e-mail. Applications must be supported by evidence. The evidence required is dependent on the nature of the application made. The Local Governing Committee has the delegated authority from the CET to make decisions on requests for admissions outside of the normal age group. Decisions will be made on the available evidence before the Admissions Committee and in the best interests of the child. The committee will take account of the following information:

- the views of the parents/legal guardians;
- the views of the Headteacher at the school;
- any applicable medical history and views obtained by the parents/legal guardians from a medical professional(s);
- whether the child has previously been educated outside of the normal age group;
- any applicable information about the child's academic, social and emotional development; and
- if the child would have fallen into a lower age group had they not been born prematurely (as applicable).

Decisions will be issued to parents/legal guardians setting out the Admissions Committee's reasons.

If the application is granted, and has been made during the normal admissions round, the child will be still subject to the school's oversubscription criteria and will not be given any preference beyond that set out in the oversubscription criteria.

If the application is granted, and it is for in-year admission, subject to any waiting list or space being available, the child will be admitted to the age group applied to.

If the application has been rejected the child will only be able to apply for admission to the normal age group and be subjected to the applicable process whether admission is sought through the normal admissions round or in-year.

Parents/legal guardians have the right to appeal to a refusal to admit their child (see section 5 above). However, if parents/legal guardians are offered a place for their child but not in the preferred age group there is no right of appeal.

## 9. Waiting List

Where there are more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the oversubscription criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for St Anne's will be slotted into the order according to the extent to which they meet the criteria. Therefore, it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list for Year 7 will operate until 31 December at the end of the Autumn Term only.

## 10. Fraudulent Applications

The Trust reserves the right to withdraw the offer of a school place where false evidence is found to have been received in relation to the application.

## 11. In-Year Transfers

Parents / carers who would like their child to transfer to St Anne's Academy from another secondary school must complete an In-Year Transfer Application Form and return this to Rochdale Borough Council.

## 12. Policy Review and Consultation

CET will review and approve the Admissions Policy for St Anne's Academy on an annual basis in accordance with the School Admissions Code.

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. Consultation will be for a minimum of six weeks between 1 October and 31 January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to Rochdale Borough Council by 15 March and publicised on the St Anne's Academy website for the full offer year. Consultation will take place in the following way:

1. General notification on the school website;
2. Notification to parents / carers in writing and by text; and

3. Notification by email to Manchester Diocese, associated Primary Schools, Rochdale Borough Council and neighbouring Authorities, the Academy Co-Sponsors and all local Admission Authorities.

Any objections to Admissions arrangements should be made in writing to the Chair of Governors at the Academy address: Hollin Lane, Middleton, Manchester, M24 6XN.



## 13. Useful Websites

To apply for a Year 7 place at St Anne's Academy:

- <http://rochdale.gov.uk/schools-and-education/school-admissions/pages/apply-for-a-school-place.aspx>

To view the School Admissions Code:

- <https://www.gov.uk/government/publications/school-admissions-code--2>

To view a list of member churches of Churches Together in Britain and Ireland:

- <https://ctbi.org.uk/member-churches/>

To view a map showing Rochdale and Heywood/Middleton Deanery areas:

- <https://www.manchester.anglican.org/acny/#Heywood-&-Middleton> [Heywood and Middleton]
- <https://www.manchester.anglican.org/acny/#Rochdale> [Rochdale]

To view the Academy website:

- <http://www.stannesacademy.org.uk>

## 14. Supplementary Information Form for Parents / Carers

### Name of Child:

Surname ..... Christian or First Names .....

Date of Birth .....

Name of Parent(s) / Carer(s) .....

Address .....

Postcode ..... Daytime telephone number. ....

The name of any older brother or sister who will still be attending the Academy at the date of admission of the younger child. ....

Place of Worship one of the parents / carers regularly attends:

Name of Place of Worship .....

Address .....

..... Postcode .....

Name of Vicar / Priest / Minister / Faith Leader .....

Address .....

..... Postcode .....

Telephone .....

### Worship Attendance:

Do you attend public worship at a Christian church at least fortnightly?

Yes  No

Has this been your practice for at least the year prior to the child's year of admission.

Yes  No

Your Church or Faith Leader will be contacted in order to confirm this information.

If you wish exceptional medical or social needs to be taken into account please tick this box and supply written, professional evidence to support your application.

SIGNED.....Parent / Carer

DATE.....

### Note to Parents / Carers Applying for a Year 7 Place at St Anne's Academy:

Please complete this form and return it directly to St Anne's Academy only if you wish to apply for a place under Category 4 for the 30 places available to children of worshippers in the Anglican or other Christian Church. The Rochdale Borough Council [RBC] Application Form must be

completed and returned to RBC by all parents / carers who wish to apply for a place at St Anne's Academy for their child.