

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](#)
- [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
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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

Author:	Version:	Date Approved:	Review Date:	Page 1 of 6
E. Morris	1.1		December 2023	

Published Admission Number (PAN)

This is the number of pupils in each year group that the admission authority (Great Academies Education Trust) has agreed will be admitted. The PAN for Middleton Technology School for 2022-23 is as follows:

Year 7	Year 8	Year 9	Year 10	Year 11	Total
270	270	270	270	270	1350

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

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

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.

Parents considering requesting a place for their child outside of their normal year group should contact the school in the first instance.

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.

Author:	Version:	Date Approved:	Review Date:	Page 2 of 6
E. Morris	1		December 2023	

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 270 pupils for entry in year 7.

6.2 Oversubscription criteria

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

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

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 to looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted who apply for a place at the 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 arrangements order or special guardianship order).
2. Priority will next be given to children on the basis of social or medical need. Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. The Academy's Principal will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date. All information provided will be treated in the strictest confidence.
3. Priority will next be given to children with siblings at the academy at the time of admission
For admission purposes, a sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:-
 - brother/sister
 - half-brother/sister (i.e. share one common parent)
 - stepbrother/sister (i.e. related by a parent's marriage)
 - any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where families have a sibling attending the school at the time of the application as well as at the time of admission.

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in the class.

Author:	Version:	Date Approved:	Review Date:	Page 3 of 6
E. Morris	1		December 2023	

4. Priority will next be given to children eligible for the service premium

Children eligible for admission under this priority are those where:

- one of their parents is serving in the regular armed forces;
- one of their parents served in the regular armed forces in the last 3 years;
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

5. Priority will next be given on the basis of distance of residence from the school.

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

Relative proximity is determined by:

1. Measuring the shortest, suitable walking distance from the child's home to the main gate of the school being applied for (Distance A).
2. Measuring the shortest, suitable walking distance from the child's home to the main gate of the nearest school to the home address other than the school that is being applied for (see Note 2) (Distance B).
3. Distance B is then subtracted from Distance A to provide a figure known as the relative proximity calculation.

The relative proximity calculation provides the difference in distance that a child would have to travel to attend the school being applied for and the nearest school to home that is not the school being applied for and, as such, establishes a priority ranking.

If the relative proximity calculation is the same for one or more applications, priority will be given to the child who has further to travel to the school that is not the school that is being applied for. 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.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between National Offer Day and the start of the academic year in September, will be considered. The address must be the child's only or main residence and is either:

- owned by the child's parent(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for a majority of the school week. If the child equally shares living with both parents, the parents must inform the local authority which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application.

Author:	Version:	Date Approved:	Review Date:	Page 4 of 6
E. Morris	1		December 2023	

1. Tie-break

Should the number of children falling within any category exceed the Published Admission Number, Category (VI) will be used as a tie-breaker.

2. The nearest school to the home address other than the school that is being applied for

When measuring distances to “the nearest school to the home address other than the school that is being applied for”, the local authority (which undertakes the distance calculation through the Local Authority’s coordinated admission scheme for Middleton Technology School) considers all schools as being the nearest school other than schools where priority is given on the grounds of a child’s faith unless it is stated in the school’s admission criteria that only a portion of the available places are allocated on a faith basis.

Schools where priority is given on the grounds of a child’s faith are not considered as there may be little realistic opportunity for a child who is not of the faith being offered a place if the school is oversubscribed.

School types and details of schools with a religious character is available from <https://get-information-schools.service.gov.uk/>

If you are unsure which school will be considered as the nearest school when the local authority is applying the admission policy to your application, you may contact the School Admissions Team on 0300 303 0340 or email school.admissions@rochdale.gov.uk.

3. Walking routes

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.

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.

4. Walking distances

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. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

6.3 Waiting list

For admissions in the normal admissions round, 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. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with

Author:	Version:	Date Approved:	Review Date:	Page 5 of 6
E. Morris	1		December 2023	

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.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

For applications for in-year admissions you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

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 using the appeals process for the Local Authority in which the school is situated.

You can find details of the school's appeals timetable on the following webpage:

<http://www.greatacademieseducationtrust.org.uk/appeal-timetable/>

9. Monitoring arrangements

This policy will be reviewed and approved by Great Academies Education Trust every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes.

Author:	Version:	Date Approved:	Review Date:	Page 6 of 6
E. Morris	1		December 2023	