



Admission Arrangements for 2024-2025

Statutory Policy

| Version and Date | | Actions/Notes |
|------------------|-----------|---|
| 1.0 | Nov 2015 | Policy drafted |
| 2.0 | Oct 2016 | Edits and updates made |
| 3.0 | Nov 2017 | Edits made |
| 4.0 | Nov 2018 | Edits and updates made by the Headteacher |
| 5.0 | June 2020 | Edits and updates made by Mr R Owens, Assistant Headteacher |
| 6.0 | Feb 2021 | Edits made |
| 7.0 | Sept 2022 | Edits and updates made |
| 8.0 | Sep 2023 | Edits made |

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| Signature of Headteacher: | Signature of Chair of Local Governing Committee: |
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Admissions Arrangements

- The Dean Trust is the admission authority for Dean Trust Ardwick
- Dean Trust Ardwick is responsible for its own Admissions Policy although the coordination of admissions arrangements into Year 7 is undertaken by Manchester Local Authority
- Parents seeking a place for their child in Year 7 in September 2025 must include Dean Trust Ardwick as one of the ranked order of preference choices on their Local Authority's Common Application Form
- The number of Dean Trust Ardwick places available for admission into Year 7 in September 2025 is 270. Parents will be notified of places offered by the Local Authority on Friday 1 March 2025.
- Offers of a place at Dean Trust Ardwick are made without reference to ability or aptitude
- Where the Education Health and Care Plan (EHCP) of a child names Dean Trust Ardwick, they will normally be admitted and the number of available places will reduce accordingly

Over Subscription Criteria

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how places are awarded:

1. Looked after children and previously looked after children, as defined by the School Admissions Code 2021.
2. Children with a sibling already attending Dean Trust Ardwick and who will still be attending at the time of admission. (See note a)
3. Children of staff who have been employed at Dean Trust Ardwick for two years at the time of application, or have been recruited to fill a post for which there is a demonstrable skills shortage.
4. Distance from the child's home to school measured in a straight line. Those living nearest to the school have priority. (See note b)

Notes

- a) The sibling must be on the school roll at the time of allocation and expected to still be on roll at the time of admission. 'Sibling' includes half and step brothers and sisters as well as fostered and adopted children who are considered as being part of the same family unit on the basis of a care or residency arrangement. In all cases, the 'sibling' must be considered as being resident at the same address on a full-time basis (the admission authority reserves the right to request evidence to confirm residency).

- b) Proof of address may be required. Where there is split care and a child lives between two
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addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the admission authority reserves the right to request other proofs as fit the individual circumstances. The address of another relative or childminder etc will not be accepted. The home to school measurement is a straight-line measurement (“as the crow flies”) using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

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Waiting Lists

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the over subscription criteria listed above. These waiting lists will be maintained to the end of the academic year 2023-24.

Tie-Break Arrangements

If there are more applicants than places available within criterion 1, 2 or 3, then criterion 4 will be used as a tie-break. In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places. This process will be independently verified.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births or siblings within the same family unit as described above, an additional place may be allocated.

Each random selection event only holds for the allocation of the currently available school place.

Appeals

You have the right to appeal to an Independent Appeal Panel against any decision made by Dean Trust Ardwick. Parents who wish to exercise this right must state their intention to the Independent Appeals Service at Manchester City Council. Information on how to do this can be found on the Dean Trust Ardwick admissions webpages.
<https://www.deantrustardwick.co.uk/parents-pupils/admissions-appeals/>

Out of Age Group Applications

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If you wish to apply for a place outside of your child’s normal age group you must contact Dean Trust Ardwick in writing for the attention of the Admissions Committee. You must set out the reasons why you are making such an application and enclose any evidence on which you seek to rely, for example 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Admissions Committee will consider the evidence and application carefully and will take account of the parents’ views, the views any medical expert, and the views of the Headteacher of Dean Trust Ardwick. Any decision will be made in the best interests of the child and the decision will be set out in writing with clear reasons.

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In-Year Admission during the Academic Year 2024-25

This applies to applicants applying for places outside the normal admissions round. Manchester City Council is responsible for the coordination of in-year admissions applications for Dean Trust Ardwick. Further information is available on the school's admissions webpage. <https://www.deantrustardwick.co.uk/parents-pupils/admissions-appeals/>

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Withdrawing an offer

The admission authority reserves the right to withdraw the offer of any place if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Consultation

Dean Trust Ardwick will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. Dean Trust Ardwick will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

Consultation on the Dean Trust Ardwick Admissions Policy last took place between 4 October and 17 November 2021.

