



MELLOR PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2021-2022

Date adopted	October 2019
Last reviewed and updated	
Due for review	December 2020

Signed: David Hault Chair of Governors

Contents

- 1. Introduction**
- 2. Application Process**
- 3. Acknowledgements**
- 4. Children with Statements of Special Educational Needs**
- 5. Published Admission Numbers**
- 6. Oversubscription Criteria**
- 7. Parents and Carers with shared responsibility for a child**
- 8. Waiting Lists**
- 9. Normal Admission Round**
- 10. In Year Applications**
- 11. Late Applications – Normal Admission Round Only**
- 12. Accepting and Declining Places**
- 13. Right of Appeal**
- 14. Repeat Applications**
- 15. Map of Catchment Area**

1. INTRODUCTION

These admission arrangements apply to Mellor Primary School admissions in the school year 2020-21 and for subsequent years, subject to review.

As an Academy school Mellor Primary School is an independent authority for admissions and as such directs its own policy (within the law) in relation to admissions. The school has arranged for Stockport Metropolitan Borough Council to undertake much of the process of application on behalf of the school in particular the collection of application forms and identification of preferences.

Applications for school places received 'in year' (i.e. into any year group outside the normal admission round) and for the normal admission round into Reception at 4+ shall be determined in accordance with the provisions set out below.

2. APPLICATION PROCESS

Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

Children reach compulsory school age at the beginning of the term following their 5th birthday. Under Mellor Primary School policy children start school in the Reception class in the September following their 4th birthday. For transfer to secondary, children will usually transfer at the beginning of the autumn term following their eleventh birthday.

Applications from Stockport residents for places at Mellor Primary School (and local authority maintained schools and Academies, including applications for schools maintained by other local authorities) **should be made on the Stockport Metropolitan Borough Council Common Application Form**. School holds a small number of paper application forms.

3. ACKNOWLEDGEMENTS

An acknowledgement confirming receipt of application can be provided from Stockport Metropolitan Borough Council on request from parents and carers. A stamped addressed envelope must be provided. Online applicants receive an e-mail acknowledgement from Stockport Metropolitan Borough Council who manages the application process for the school.

4. CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a **Statement of Special Education Needs** that names their school. This law also applies to Mellor Primary School as an Academy school within the state sector.

5. PUBLISHED ADMISSION NUMBERS

Mellor Primary School has set a published admission number, which is the number of children who will normally be admitted into the *relevant age group* (e.g. into the Reception year in a primary school for the first time). The published admission number for Mellor Primary School is **30**.

For applications received 'in year', (i.e. those received after the first day of the school year into the relevant age group or into any other year group) the published admission number will continue to be applied as the relevant age group progresses through school.

Published admission numbers and the application/appeal timetable for Mellor Primary School are listed in the Council's Applications for Primary Places booklet, which is available on the Council's website

www.stockport.gov.uk (under School Admissions) and from the Local Authority on request at the start of the application process.

All preferences made in accordance with Mellor Primary School arrangements (and Stockport Metropolitan Borough Council) will be met except where this would prejudice the provision of efficient education or the efficient use of resources i.e. where the year group in question is full. Mellor Primary School (and the Local Authority) will not normally be able to agree admission over the published admission number where to do so would result in a breach of infant class size legislation. The Law requires that infant classes (where the majority of children will reach the age of 5, 6 or 7) contain no more than 30 pupils with a single qualified teacher.

6. OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, preferences for Mellor Primary School, together with any supporting information, will be considered in accordance with Mellor Primary School's published oversubscription criteria as set out below.

(i) 'Children in Care'

A 'child in care' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who Mellor Primary School (and the Local Authority) has confirmed will still be looked after at the time of admission to the school.

(ii) Children for whom there are highly exceptional medical or social reasons, justifies admission to Mellor Primary School.

Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school. A panel of independent people will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application.

(iii) Children resident within the designated catchment area of the school with a sibling at the school when the younger child starts

Children will be classed within this category if they and their parents/carers are resident within the catchment served by Mellor Primary School on the closing date for applications and have elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending Mellor Primary School and expected to continue at the school in the following school year (i.e. at the time of admission).

(iv) Children resident within the designated catchment area of the school

Children will be classed within this category if they and their parents/carers are resident within the area served by Mellor Primary School on the closing date for applications.

(v) Children resident outside the designated catchment area of the school with a sibling at the school when the younger child starts

Pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending Mellor Primary School and expected to continue at the school in the following school year (i.e. at the time of admission).

(vi) Pupils living nearest to the school

Measured using an Ordnance Survey Map and route finder to calculate travelling distance in miles/kilometres from the address point of Mellor Primary School to the address point of the place of residence.

- Where Mellor Primary School cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion (vi) above.

Where it is identified that there are a limited number of places available and Mellor Primary School cannot differentiate between the applications using the nearest school criterion (criterion vi) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats.

7. PARENTS and CARERS with SHARED RESPONSIBILITY for a CHILD

Where parents or carers have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday and Friday). Where a decision is unable to be reached, based on the information received, e.g. where a child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be applied to the admission application. In such circumstances, documentary evidence must be provided.

8. WAITING LISTS

Waiting lists will be held in criteria order and not on a 'first come, first served' basis. Any vacant places will be reallocated to children held on the school's waiting list.

Placing a child's name on a waiting list does not affect the statutory right of appeal.

Children who are the subject of a direction by a local authority to admit, are part of a managed transfer from a closing school or who are allocated to a school in accordance with the Council's Fair Access protocol will take precedence over those on the school's waiting list.

9. NORMAL ADMISSION ROUND:

The normal admission round refers to applications made for admission into the relevant age group i.e. into a Reception class in a primary school where admission would be the normal point of entry to the school in September.

Waiting lists for oversubscription will be prepared in line with the dates specified in Mellor Primary School's (and **Stockport Metropolitan Borough Council's**) timetable for applying for places and will be held until the **end of the Autumn Term only**. They will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with those for whom an appeal application has been received by the appeals application deadline and any new applicants.

10. IN YEAR APPLICATIONS:

In Year applications are those received after the first day of the school year into the relevant age group or into any other year group.

Waiting lists for oversubscription will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list and those for whom an appeal application has been received. They will be held in criteria order and not on a 'first come, first served' basis.

Placing a child's name on a waiting list does not affect the statutory right of appeal.

Children who are the subject of a direction by a local authority to admit, are part of a managed transfer from a closing school or who are allocated to a school in accordance with the In Year Fair Access protocol will take precedence over those on the waiting list.

11. LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

Late applications for places at Mellor Primary School i.e. applications not submitted by the relevant statutory closing date will be considered after all on-time applications unless there are good reasons for the application being late, which must be stated at the time of application i.e. exceptional medical reasons preventing an earlier application or late removal into the area. Supporting documentation **must** be provided.

Where supporting documentation has been received by the date specified and the school has accepted reasons stated for the late application, the application will be considered as if it had been received on-time.

Late applications and supporting documentation received after the dates specified will be considered after all on-time applications even where the school accepts that there are good reasons for the late application and as such these applications may be disadvantaged in the consideration of their preferences.

Parent and carers making new applications after the published offer date will be advised of the outcome of their application after the date specified.

12. ACCEPTING AND DECLINING PLACES

All parents and carers will be required to **accept or decline** the school place offered by the published date. Mellor Primary School reserves the right to withdraw places not accepted by this date.

13. RIGHT OF APPEAL

Applications for admission appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.

Parents and carers who are not offered a place for their child at a school stated as a preference have a right of appeal to an independent appeals panel. Parents can submit an appeal in respect of each school for which admission has been refused.

Application forms to appeal against a decision by Mellor Primary School to refuse admission to the school can be obtained from Mellor Primary School. All appeal application forms must be returned to the school.

14. REPEAT APPLICATIONS

Repeat applications will not be considered within the same school year, unless the parent's/carers or the school's circumstances have changed significantly since the original application was made. Full details of the change of circumstances must be provided for consideration by the school.

15. MAP OF CATCHMENT

The council website for admissions identifies the catchment area for specific post codes. The maps below shows the boundary for the identified catchment area



