



Irlam & Cadishead College Admissions Policy

Irlam & Cadishead College is currently part of Salford Academy Trust (SAT) but will become a member of United Learning in January 2019. United Learning which has a Christian ethos. Irlam & Cadishead College in keeping with the group ethos of bringing out the 'best in everyone' believes in the concept of 'open and fair' admission for all; this includes the open and fair allocation and offering of places.

Irlam & Cadishead College ensures that policies and procedures reflect this and are in line with the revised Schools Admission Code and Regulations, (February 2012) - as part of Section 84 of the Schools Standards and Framework Act (1988) and all other relevant statutory guidance and legislation including the statutory admissions and appeals code of practice. We are committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Irlam & Cadishead College will take part in the admissions forum set up by Salford Local Authority and have regard to its advice; and will participate in the co-ordinated admissions arrangements operated by the LA.

This policy is reviewed regularly by Irlam & Cadishead College management team and the governing body as legally required.

This admissions policy forms an annex to the funding agreement between United Learning and the Secretary of State.

Admission Arrangements

Irlam & Cadishead College accepts students of all faiths and none. The academy offers free education for up to 180 students in each year group. Every place is free of charge and open to students of all abilities.

Irlam & Cadishead College has an agreed admissions number of 180 pupils, the academy will admit 180 students per year in the relevant age group if sufficient applications are received. Where fewer than 180 applications are received in any one-year group, Irlam & Cadishead College will offer places to all those who have applied unless the application is defined as an exception.

Irlam & Cadishead College may set a higher admission number than its PAN (Published Admission Number) for any specific year after consultation with; the LA, other named admission authorities within the LA, the governing body and any primary or secondary schools within the area required for consultation. Irlam & Cadishead College will consider any comments from those consulted and confirm admissions arrangements by the 15th April for the upcoming academic year.

Students may be given priority if they are; children in public care (Children Looked After) have a Statement of Special Educational Needs (SEN) naming Irlam & Cadishead College and children for whom it is essential they be admitted because of special circumstances relating to medical and social needs. Details regarding the allocation of places in case of oversubscription are set out below.

Year 7 admissions are dealt with by Salford Admissions Team. The contact details for Salford Admissions Team are:

Salford City Council, Salford Civic Centre, Chorley Road, Swinton, Salford, M27 5AW.

T: 0161 909 6508

Records of applications and admissions to Irlam & Cadishead College will be available for a period of 10 years.



Application Process

Applications for places at Irlam & Cadishead College will be made in accordance with co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority. The timing of these applications will be in keeping with those published by Salford LA and those in place across the Local Authority for other schools;

- September – Irlam & Cadishead College will publish in its prospectus details for admission, including oversubscription criteria and any details of any admissions/information events.
- September/October – Prospective parents will be given the opportunity to visit Irlam & Cadishead College.
- October/November – Common Application Forms should be returned to the Local Authority.
- November/December – The Local Authority sends application details to Irlam & Cadishead College.
- January – Irlam & Cadishead College sends details of students to be offered a place to the Local Authority.
- February – The Local Authority applies agreed scheme for school places and shares information with other relevant Local Authorities if appropriate.
- 1st March – Offers are made to Year 6 parents.

Allocation of places in instances of over-subscription

Where the number of applications for admission exceeds the number of places available applications will be considered against the criteria set out below;

- Students with a statement of special educational needs that names Irlam & Cadishead College in the statement will be given a special priority over other admissions.
- Children in public care at the time of application (Children Looked After)
- Children who have specific medical needs, social needs and special needs where the application is supported by written professional advice. Irlam & Cadishead College reserves the right to request a second opinion if appropriate. The significant specific need which parents may ask to be taken into account must relate directly to the student and be significant to the extent that it will or is likely to have an impact on the ability of the student to access an alternative provision of education.
- Siblings of pupils who will be attending Irlam & Cadishead College on the proposed start date. The term 'sibling' means a full, step, half, adopted brother or sister – cousins will not be taken into consideration. Irlam & Cadishead College reserves the right to ask for proof of relationship.
- Children whose permanent address is nearest to Irlam & Cadishead College. The permanent address is that where the student normally sleeps and from where they would travel to and from school. The distance will be determined by the distance between the place of residence and Irlam & Cadishead College building. Proof of residence may be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to Irlam & Cadishead College, the offer of a place may be withdrawn.

There is no selection by either ability or aptitude for a specialism.



Operation of a waiting list

Where there are more applications for places than it can offer Irlam & Cadishead College will operate a waiting list. The list will be open to any parent who requests for their son/daughters name to be placed on the list following an unsuccessful original application.

Students on the waiting list will be places based on the oversubscription criteria outlined above.

Appeals

Parents do have the right of appeal to an Independent Appeal Panel if they are dissatisfied with the decision taken by Irlam & Cadishead College. The arrangements for appeal will be in keeping with the code of practice for appeals published by the Department for Education. The appeals panel will be impartial and the decision made will be binding for all parties.

If you wish to appeal against a decision regarding admissions, you will be asked to put your appeal in writing to the governing local education authority please contact Head teacher's PA Mrs Janet Wood who will provide further information and support if required.

In Year Admissions / Admissions to Year Groups other than year 7

Irlam & Cadishead College will consider applications submitted for year groups other than year 7 and applications for entry mid-year, if the year group has a place available.

Admission will follow interview of the student/parents by the Head teacher. Irlam & Cadishead College may oppose admission to Irlam & Cadishead College of a student who has displayed challenging behaviour on the grounds that this will impact on the best interest on others in the Irlam & Cadishead College community. If this is the case Irlam & Cadishead College will raise any concerns with the Local Authority Fair Access Protocol.

Parents whose application is turned down will be entitled to appeal; they will be asked to clearly outline their reasons in writing for the governing body/local education authority. Parents who wish to appeal against decisions regarding admissions outside of the usual round should contact the Headteacher's PA Mrs Janet Wood for further information and support if required.

Publication

Irlam & Cadishead College will publish admission arrangements each year through the Local Authority and on the Irlam & Cadishead College website.

Copies and details of this policy will be available in the Irlam & Cadishead College prospectus and will be shared with all relevant primary schools.

Copies will be made available without charge on request, hard copies are available from the school office.

Date: September 2018

Review Date: March 2020