

# **Madeley Academy**



**Admissions Policy for September 2024-25  
Determined Admission Arrangements**

## Madeley Academy Rules of Admissions

Admissions to the Academy will be made in accordance with the statutory School Admissions Code and the School Admissions Appeals Code.

### Places Available

Applications are welcomed from children of all abilities and with disabilities. Please inform the Academy of any specific disability which may result in a prospective student requiring individual help during the Admissions procedure.

The published pupil admission number (PAN) in to Year 7 is 180 for admission September 2024. If the number of applicants is under 180 all applicants will be offered place. If the number of applicants is over 180 then oversubscription criteria will be used. If oversubscribed places will be filled from the full range of ability of applicants, in accordance with the criteria embodied in the Funding Agreement between the Academy and the Secretary of State for Education.

The named person for dealing with admissions to Year 7 is Mr Jonathan Boyle.

### Admission: Banding

If oversubscribed all children who apply for a place at the Academy will be invited to attend a non-verbal reasoning assessment which will last one hour and will be held at Madeley Academy. Children cannot "fail" the assessment and therefore any request to re-sit will be refused.

Following the assessment, your child will be placed in one of five ability bands. The assessment results will be used to ensure that the Academy admits the full range of ability of applicants. Parents and Carers may wish to contact the Academy after 1 March 2024 if they want to know the NVR Band awarded for their child.

### Admission of Students

Children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) will be admitted where the Academy is named as the appropriate placement. The admission of children in this category is dealt with by a separate procedure in collaboration with the Local Authority.

### Admissions Oversubscription Criteria

If the Academy does not receive 180 applications, every applicant will be offered a place. When the number of applications for admission is greater than the published number (180 total), the Academy will be oversubscribed and all applications will be considered against the criteria set out below. Following the allocation of children to the bands these criteria will be applied;

#### 1. Looked After Children and Previously Looked After Children

Children in Public Care (Looked after Children) will be given highest priority for admission within each band. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).

#### 2. Siblings

Next priority will be given to siblings. These are children who will have on the day of admission, a brother, sister, step brother, step sister, half-brother or half-sister in Years 7-10 living as a family at the same address who attend the Academy.

### 3. Exceptional Health Reasons

Next priority will be those children that have exceptional health reasons where there is written medical evidence that admission to the Academy is essential for their well-being will also be given priority.

### 4. Remaining Places

All remaining places will be offered to those who live closest to the Academy from within each of the five ability bands until 36 applicants in each band is reached.

## Banding of Applicants

If the Academy is oversubscribed, all applicants including those in receipt of EHCP, will be placed in one of five ability bands based upon their score in the non-verbal reasoning assessment.

The first children to be placed in the ability bands will be EHCP, looked after or previously looked after, siblings and those with exceptional health reasons. All remaining places will then be filled by those who live closest to the Academy with up to 36 in each band.

The total number of applicants will be divided by five placing 20% of the applicants in each band.

Band	1	2	3	4	5	Total
Percentage of children allocated to each band	20%	20%	20%	20%	20%	100%
Number of places allocated	36	36	36	36	36	180

There may be unequal numbers in bands if applications are withdrawn, or more than one person has exactly the same assessment score. In cases where the NFER score is the same applicants will be placed in the higher band.

Where there are insufficient children in a particular band, the next nearest child will be selected from the band below, then the band above until the band is full.

## Distance from the Academy

If the Academy is oversubscribed and after the allocation of places to students who are EHCP, looked after or previously looked after, siblings and those with exceptional health reasons, **distance** to the Academy will be used combined with **banding**, to decide who will be offered places. **From within each of the five bands, the applicants that live closest to the Academy (not their ranking within the band) will then be given priority for admission. Banding will be decided as described above. Distance is calculated in a straight line from the centre point of the home address to the centre point of the Academy.** Home address is classified as the permanent residence where the applicant is living at the time of the offer and there must be evidence it is not temporary or for the purposes of gaining advantage to seek admission. The Academy may ask for proof in such cases where it may be suspected that unfair advantage is being sought by applicants on the issue of residence. Where a child lives separately with each parent for part of the week the address where the child spends the majority of the week will be classified as the home address for the purposes of admissions.

## Tie Breaker

Where two applications cannot otherwise be separated, the place will be offered on the basis of random allocation by drawing lots supervised by an independent observer.

## Eligibility and Disability

Madeley Academy is committed to a fair and equal treatment of all individuals. The Academy welcomes applications from children with disabilities.

Please refer to our Frequently Asked Questions (FAQs) where you may be able to find answers to common issues raised. This can be accessed from the Madeley Academy website under the Menu tab and Student and Parent Information or through this link:

[http://www.madeleyacademy.com/page/Frequently\\_Asked\\_Questions.aspx](http://www.madeleyacademy.com/page/Frequently_Asked_Questions.aspx)

## Procedures for Admission

As part of the National Co-ordinated Admissions Arrangements across all Admissions Authorities **parents/guardians are required to complete a Preference Form** provided by their Local Authority. This form **must** be completed and returned to the Local Authority before **31 October 2023**.

Application for places at Madeley Academy will be made in accordance with the Local Authorities co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Telford & Wrekin Council:

[www.telford.gov.uk/info/20026/school\\_admissions/13/secondary\\_school\\_admissions](http://www.telford.gov.uk/info/20026/school_admissions/13/secondary_school_admissions)

Parents can complete an online application form at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

Parents/guardians should read the Telford & Wrekin Children's Services – Education "Information for Parents/Guardians about admission to Secondary School for September 2023" which will be provided with the Local Authority Application Form. This is available on the Telford and Wrekin Council website at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions).

The Academy will liaise with Telford and Wrekin's Children's Services and other neighbouring Local Authorities in keeping with the National Co-ordinated Admissions Procedure during the process.

Parents/guardians need to be aware that preferences relating to the ranking and the naming of Madeley Academy on the Local Authorities Preference Forms are taken into consideration by the Local Authorities. Applicants can select up to four schools in an order of preference.

A date will be set for the prospective student to attend for assessment. In most cases, applicants who do not attend the assessment will not be considered further for a place at the Academy.

**The application will only be valid if all the information required is supplied by the specified date.**

180 applicants will be offered a place for admission in September 2024. Those who are offered a place at the Academy will be informed by a letter posted on **1 March 2024** and will be asked to complete and return an acceptance form by **15 March 2024**. Offers of admission to those on the Waiting List will be made if a suitable place becomes available.

## Waiting List for Admission to Year 7

All unsuccessful Year 7 applicants will be written to on 1 March and asked if they wish to be placed on the Waiting List which will be maintained until 31 December 2024.

If the Academy is oversubscribed, unsuccessful applicants, if they wish, can be placed on the Waiting List. If vacancies arise, those on the Waiting List will be offered a place using the Academy's Admissions Criteria outlined previously, namely:

Precedence will always be given to applicants who are looked after or previously looked after in line with the Fair Access Protocol.

Thereafter, an applicant from a band where there is a vacancy who lives closest to the school will be offered the place, then the next nearest and so forth. Where there are no children in a particular band, the next nearest child will be selected from the band below, then the band above until the band is full.

To enter the Waiting List applicants that have not sat the non-verbal reasoning assessment will be invited to do so following which they will be placed in a band. The Academy will keep a rank order of applicants on the waiting list from each band and share this information with parents at their request. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Ranking on the waiting list will change as applicants are added. New applicants will be added to the waiting list within two days of taking the non-verbal reasoning assessment. When a decision to offer a place is being made to an applicant on the waiting list, the Academy's oversubscription criteria will be applied.

The Waiting List will be maintained until 31 December 2024. The Academy will then write to parents remaining on the Year 7 Waiting List to determine if they wish to remain on the list should a place become available. In January 2025, the Waiting List is then reconstituted following parental responses. The reconstituted list will then be maintained and places will be offered as they come available in accordance with the Academy's oversubscription criteria.

### **The Appeals Procedure**

Parents/guardians who do not obtain a place for their child may appeal against the decision. There will be an Independent Appeals Panel appointed in accordance with the provisions of the statutory School Admission Appeals Code.

Appeals should be presented in writing to the Clerk of the Independent Appeals Panel c/o Madeley Academy no later than **29 March 2024**.

### **Mid-Year Admission Policy**

Any parent can apply for a place for their child at any time outside the normal admission round.

Madeley Academy will show due regard for mid-year admission schemes formulated by the relevant Local Authorities.

Madeley Academy will communicate with the relevant local authorities to ensure that they are advised of any student mobility in the interests of safeguarding.

Any vacancies will be offered on the basis of the admission criteria for the Academy. Assessment sessions for Mid-Year Admissions will be held as required.

Parents have the right to appeal against the refusal of a place.

### **Admission of Children Outside their Normal Age Group**

Parents may apply for a place at the Academy for their child outside of their normal age group, for example where a child is gifted and talented or has experienced problems such as ill health. This means that they may join a year group where other children are older (if gifted and talented) or younger if they have fallen behind due to problems such as ill health. Applicants in these categories must follow the same procedure as other applicants and complete the non-verbal reasoning test to enable them to be placed them in one of the five bands of ability. The Headteacher of Madeley Academy will be requested to provide in writing the reasons why the Academy should consider admitting the applicant or not to an out of normal age group. In the case of an applicant who is not attending a school and is being educated at home the Academy will ask for an independent professional assessment to be carried out where appropriate.

Each case will be considered in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; and whether they have previously been educated out of their normal age group.

Information provided will then be considered and when the decision is reached, the reasons for that decision, will be clearly set out in writing and made available to the parent. Applications from outside normal age group must fall within the same timescales as other applicants and they will have the same rights as other applicants regarding late application. Parents of applicants outside their normal age group have a statutory right to appeal against the refusal of a place at the Academy. This right does not apply if they are offered a place at the Academy but it is not their preferred age group.

### **Late Applications (Taken from Telford & Wrekin's late application rules)**

The policy on late applications for Madeley Academy is in line with Telford and Wrekin's Children's Services arrangements.

Preference Forms and, where appropriate, schools' own Registration Forms, received after the closing date, are classed as late applications. Any request to change the name or ranking of a school made after the closing date will be classed as a late application.

Late applications will normally be considered for places after all the applications that were received by the closing date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

If a Telford and Wrekin Preference Form is received after the closing date the application will be passed to the appropriate admission authority for consideration under its Late Application Policy. Each admission authority is required to publish its own Late Application Policy which explains how late applications will be dealt with. The Late Application Policy for all Telford & Wrekin community and voluntary controlled schools is shown below which Madeley Academy will comply with.

*"The closing date for application is 31 October 2023. If, because of a substantial change in circumstances (such as moving house) your child's form is submitted late, or you need to change your preferences we will be able to accept these until 23 January 2024. Late applications and changes of preference are only usually acceptable where there is a very good reason like a house move or the severe illness of a single parent. Some proof will be required. If you have no exceptional reason for a late application then we will not be able to consider your request at the initial allocation stage. If your application is received late you will not receive a school allocation at the beginning of March, but your preferences will be considered at the review stage."*

Madeley Academy will use the following timetable for applications each year which, whenever possible, will fit in with the common timetable agreed by the Telford & Wrekin Admissions Forum (the exact dates from year to year will be published on our website):

### **Timetable for Year 7 2024 Admissions**

#### **6 July 2023**

Rules of Admission, Academy Prospectus available for parents

#### **31 October 2023**

Agreed deadline for return of Preference Form to Local Authority

#### **18-19 November 2023**

Student Assessment Sessions

## Rules of Admission September 2024



### **1 March 2024**

Parents/guardians and Primary Schools notified of the result of applications

### **15 March 2024**

Agreed deadline for return of Acceptance Form

### **29 March 2024**

Agreed final deadline for submission of appeals against decisions

### **April/May 2024**

Appeals considered

### **Summer 2024**

The Induction Programme for the new intake will take place. Further details will follow in due course

## **Sixth Form Admissions**

The named person for dealing with admissions to Sixth Form is Mrs Jeanette Furlong.

Students will be admitted to programmes of study subject to meeting course entry level requirements and a careers meeting.

Students wishing to enter a Level 3 Course in Year 12 (AS/A Level, Level 3 Diploma or equivalent academic or vocational course) will be required to have at least six GCSE passes at grades 4+ including English Language and Mathematics at Grade 4 or above.

A minimum of Grade 6 will be required at GCSE in the individual subjects to be studied at A Level.

Conditional offers of admission to the Sixth Form will be made and these will be confirmed following the publication of the GCSE examination results.

A waiting list will be compiled as detailed below.

In the event of places being oversubscribed the following criteria will be applied. All students must have the required qualifications for the course they wish to study (see above). Where there are more applications than places available in the Sixth Form allocations will be prioritised as follows:

1. The PAN for admission to the Sixth Form is 120 students. Usually up to 60 places will be offered to students currently attending the Academy, who achieve the entry requirements.
2. First priority of places will be offered to applicants who are EHCP, or looked after by the Local Authority, who achieve the entry level requirements.
3. The remaining places will be allocated to external candidates.

For further details regarding application to the Sixth Form please refer to our website: <http://www.madeleyacademy.com/page/admissions.aspx>

## **Annual Procedures for Determining Admission Arrangements**

### **Consultation**

Unless there is a requirement to change, Madeley Academy will consult every seven years on its proposed admission arrangements to:

- a) Telford & Wrekin Council
- b) The Admission Forum for Telford & Wrekin Council
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the Local Authority
- d) Any other governing body for Primary and Secondary Schools (as far as not falling within paragraph c) above) located within the relevant area for consultation
- e) Affected admission authorities in neighbouring Local Authority areas
- f) Parents and other relevant parties

### **Publication of Admission Arrangements**

Madeley Academy will publish its admission arrangements each year once these have been determined by:

- a) Copies being sent to Primary and Secondary Schools in Telford & Wrekin Local Authority
- b) Copies being sent to Telford & Wrekin Local Authority for inclusion in the composite prospectus for parents
- c) Copies being made available without charge on request from the Academy
- d) Copies being sent to public libraries in the area of Telford & Wrekin Local Authority for the purposes of being made available at such libraries for reference by parents and other persons

### **The Published Arrangements will set out:**

- a) The name and address of the Academy and contact details
- b) The admissions policy, including oversubscription criteria
- c) A statement of any religious affiliation
- d) Number of places and applications for those places in the previous year
- e) Arrangements for hearing appeals.