



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

ADMISSIONS

Approved by:	Chair of Governors	Date: 13.11.19
Last reviewed on:	12.11.2019	
Next review due by:	12.11.2020	

1. INTRODUCTION

Matthew Moss High School is the admissions authority.

The Admission Policy is the responsibility of the Board of Trustees of the Watergrove Trust, though in practice the operation of the policy is delegated to the Academy Committee (Local Governing Body) of the Academy.

The Pupil Admission Number (PAN) for Matthew Moss High School in year 7 is 240. The purpose of this policy is to ensure all places at the Academy are allocated and offered in an open and fair way.

Boys and girls will be admitted to Matthew Moss High School at age 11+ without reference to ability or aptitude. The admissions policy for 2020/21 is as follows:-

2. CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION HEALTH AND CARE PLAN

Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) which names Matthew Moss High School within Section I the Watergrove Trust has a statutory duty to admit those pupils. This means that children with such a Statement or EHCP will be allocated a place before any other places are allocated.

3. CRITERIA FOR THE ALLOCATION OF PLACES

The Watergrove Trust will admit pupils, on demand, up to the school's Published Admission Number of 240 (2020/21). Where there are more applications than there are places available, places will be allocated giving priority to pupils in the following order:

1. Children in care to a local authority (Looked after children): Children who are in public Care ("Looked After" children as defined by Section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

2. Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Matthew Moss High School:

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the preference for Matthew Moss High School.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker) indicating how the circumstances relate to Matthew Moss High School.

This criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010.

If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

3. Children with an older sibling attending Matthew Moss High School at the time of admission:

A sibling is defined as a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent/carer's partner. In every case the sibling should be living at the same address as the child for whom application is being made and should be in attendance at the Academy at the start of the academic year for which admission is sought. Sibling priority will not be given where the sibling lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.

You may only claim this priority if your child has an older sibling who will be in attendance at the Academy in September 2020.

4. 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. Children of staff at the Academy:

Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Relative proximity and ease of access - (where you live):

Once places have been allocated using criteria (1), (2), (3), (4) and (5) above, any remaining places are allocated on the basis of relative proximity and ease of access to the Academy 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 Matthew Moss High 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 Matthew Moss High School (**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 Matthew Moss High School and the nearest school to home that is not Matthew Moss High School 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 Matthew Moss High School. 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.

If applications for the Academy are in excess of the number of places available the admissions authority will apply the above criteria, to decide which children should be admitted/offered places. In the event of reaching the admissions number in mid category for criteria 1-5, criteria 6 will be used as a tie break to allocate the remaining places.

Shared parenting – Where a child lives with parents with shared responsibility, each for part of the week, the child's address will be determined as the address of the parent who normally has responsibility for the majority of school days in a week. This applies when making allocations under criteria 3 and criteria 6.

The Trustees will consider second (or fresh) applications if there is a change in circumstances.

The Trustees reserve the right to:

- Increase the number of places they are able to offer parents/carers.
- Accept direct applications from parents/carers for In-year admissions.
- Withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

Under the Schools Admissions Code of Practice all admissions authorities are required to complete an 'equal ranking' preference system.

4. APPEALS AGAINST ADMISSION DECISIONS

If you are unsuccessful in gaining a place at the Academy, you can appeal to an independent committee.

Any appeal shall be given in writing to the clerk of the Admissions Appeal Committee.

If an application for admission or a within-year transfer request has been turned down by the Academy Committee, parents/carers can appeal to an Independent Appeals Panel.

This appeal must be made in writing to Rochdale Local Authority Legal Services Team within 20 school days of notification of refusal.

The date of notification of the appeal date will be shared with you and a decision following the appeal should be advised within two working days after posting by first class post.

The decision of the appeals panel is binding on all parties.

5. ADMISSION AND APPEALS INFORMATION

The following forms and documents are available from the School Admissions Team at Rochdale Local Authority:

- Secondary School Application Form
- In-Year Transfer Form
- Secondary School Appeal Form
- Secondary Allocation and Appeal Procedure School Admission Appeal Timetable

Contact Details

Early Years & School Admissions Team
Number One Riverside
Smith Street
Rochdale
OL16 1XU
Tel: 03003030340

RMBC Legal Services Team
School Admissions Appeals
Number One Riverside
Floor 2 Smith Street
Rochdale
OL16 1XU
Tel: (01706) 924811

Email: school.admissions@rochdale.gov.uk

Website: <http://www.rochdale.gov.uk>

It is the responsibility of all applicants to state clearly any specific details which relate to any of the above admission criteria. The information should be included on the application form which should be fully completed before submission.

Children living in other authorities must apply to their own Council and name Matthew Moss High School, Rochdale.

Year 7 Admissions Waiting List

If there are more applications than places available, a waiting list will be maintained. Waiting lists will be ranked according to the relevant admissions/oversubscription criteria. Parents/carers will be notified if a vacancy arises. The Year 7 admissions waiting list will not be maintained beyond the end of the Autumn term (31 December) of the admission year.

Nominated Lead Member of Staff: Deputy Headteacher

Review Cycle: 1 Year

Authorisation: Chair of Governors

Review Date: October 2020