

Michaela Community School (MCS) Admissions Policy

2021/2022

1 Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2 Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admissions Appeals Code](#)

As a free school, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3 How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

4 Admissions into Year 7

4.1. Published Admission Number (PAN)

MCS has a PAN of 120. MCS will accordingly provide for the admission of 120 pupils into Year 7 if sufficient applications for entry are received. Where fewer applications are received, MCS will offer places to all those who have applied.

4.2. Oversubscription criteria

In the event that MCS is oversubscribed, after the admission of pupils with Special Educational Needs (SEN) where the school is named in their EHCP, priority for admission will be given to:

1. Looked After Children and previously Looked After Children¹
2. A child with a sibling on roll in years 8 -11 at the time of admission²

¹ 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) at the time of making an application to a school. The definition of "previously looked after children" in the Admissions Code is children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.

² Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

3. Applicants who are children of staff in either or both of the following circumstances:
 - a) Where the member of staff has been employed at the school permanently for two or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, and has successfully completed the probationary period
4. Random allocation for children within a 5 mile radius from the school³
5. The distance from the child's permanent home address to the school. Priority will be given to the child living nearest the school. Distances are measured using the post office address point of the home to the post office address point of the school using Brent Council's computerised distance measuring software.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

4.3 Tie-breaker

Where two applications cannot otherwise be separated because the distance from the applicants home address to the school is equal, the order in which places will be allocated will be determined by random lottery in the presence of a person who is independent of the school.

4.4. Fraudulent or Misleading Applications

As an admission authority MCS has the right to investigate any concerns about your application and to withdraw the offer of a place if there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. MCS reserves the right to check any address and other information provided so the oversubscription criteria can be applied accurately and fairly.

5 Waiting Lists

MCS will operate a waiting list for each year group. Where in any year MCS receives more applications than there are places available, a waiting list will operate throughout the school year. This will be maintained by the the Trust and an applicant's name will be placed on the waiting list, following an unsuccessful application unless a higher preference school has been offered.

The position of the children on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

6 In-year admissions

You can apply for a place for your child at any time outside the normal admissions round.

³ The random allocation of places is carried out using Brent Council's admissions software. This process is carried out by someone independent of the school and a fresh round of random allocation is used each time a child is offered a place from a waiting list

Applications for in-year admissions should be made by completing the form available via mcsbrent.co.uk or contact the school for a paper copy. The oversubscription criteria will apply, to Year 7-11.

7 Admission of Children outside their Normal Age Group

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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate

- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

MCS will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

8 Admissions into Year 12

8.1 How to apply

Applications for the next academic year open on 1st October and close on 1st February. We will consider late applications until the start of the academic year.

The minimum qualification for entry into the Sixth Form is 7 GCSEs with an average grade of 7 including English and Maths. If an applicant meets these criteria they will be eligible for consideration for a sixth form place.

Students wanting to study Further Maths must achieve a grade 8 or above in GCSE Maths. For all other subjects, students must secure a grade 7 in the subjects they wish to study.

All students in the current Year 11 at MCS who meet the academic entry criteria stated above will continue into the Sixth Form, if they wish.

Meetings will be held with students, both internal and external, who wish to apply for a place to discuss their options and academic entry requirements for particular subjects prior to making an application.

Applications must be made online at michaela6th.co.uk/apply and you can access a paper form by contacting the school.

Admission to the Michaela Sixth Form involves:

- 1) Submitting an online application form
- 2) Meeting the entry criteria

Offers will be made on 29th March.

8.2 Published Admission Number (PAN)

The PAN for external candidates in Year 12 is 40.

This means that the school will admit 40 external candidates if sufficient applications are received from candidates who achieve the minimum academic entry criteria, however where the number of current Year 11 students transferring to Year 12 is lower than usual, it will be possible for the school to admit a higher number of external candidates over the PAN.

8.3 Oversubscription criteria

If there are more applications from external candidates than places available, offers will be made in the order of the following oversubscription criteria:

1. Looked After Children and previously Looked After Children
2. Applicants who are children of staff in either or both of the following circumstances:
 - a) Where the member of staff has been employed at the school permanently for two or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, and has successfully completed the probationary period
4. Random allocation for children within a 5 mile radius from the school
5. The distance from the child's permanent home address to the school. Priority will be given to the child living nearest the school. Distances are measured using the post office address point of the home to the post office address point of the school using Brent Council's computerised distance measuring software.

8.3.1 Tie-breaker

Where two applications cannot otherwise be separated because the distance from the applicants home address to the school is equal, the order in which places will be allocated will be determined by random lottery in the presence of a person who is independent of the school.

8.4 Late applications

Applications received after the closing date (1 February) are welcome. They will be considered as late applications and processed in accordance with the oversubscription criteria with offers being made if there are places available.

If there are no places available at the time of the application the applicants will be placed on the waiting list in accordance with section 5 of this policy.

9 Appeals

The parents/carers (and/or in the case of a sixth form place, the student) of any child refused a place at the school have a right to appeal to an independent appeal panel. If you wish to appeal, you should do this by writing to:

The Clerk to the Governors
Michaela Community School,
Arena House,
North End Road,
Wembley,
London,
HA9 0AD

Parents/Carers must appeal within 20 school days from the date of notification that their application was unsuccessful.

Parents are reminded that appealing for a place does not guarantee entry to the school.

For Year 12 admissions, if, upon receipt of their results, a student has not met the required standard for entry to the Sixth Form, they may wish to make an appointment to meet with the Head of Sixth Form to discuss post-16 options.

If the parent/carer/student wishes to appeal for a place in the sixth form they should complete the Notice of Appeal. Once completed, this form should be returned either via email to admissions@mcsbrent.co.uk or by handing it into Reception (please mark the envelope Appeal for Sixth Form).

10 Monitoring arrangements

This policy will be reviewed and approved by the Governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing body will publicly consult on these changes.