



Michaela Community School Admissions Policy – 2020/2021

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 Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, 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 (regardless of which local authority the schools are in). 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 Allocation of places

a. Admission Number

MCS has an admission number of 120 year 7 pupils. MCS will accordingly provide for the admission of 120 pupils each year if sufficient applications for entry are received. Where fewer than the published admission numbers for year 7 are received, MCS will offer places to all those who have applied.

b. Oversubscription criteria

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

1. Looked After Children and previously Looked After Children¹

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



2. Siblings at the school²
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 school⁴
5. Other children with distance to the school being the final deciding factor

5 Waiting Lists

MCS will operate a waiting list for each year group. Where in any year MCS receives more applications for places than there are places available, a waiting list will operate throughout the school year. This will be maintained by the MCS Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

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.

6 In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 4.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made via mcsbrent.co.uk

7 Appeals

Parents/Carers wishing to appeal against refusal of a place in the school will be automatically placed on the waiting list when notification of appeal is received.

Admissions Code is children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

² A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with foster carers as a result of a being looked after by a local authority. ⁴ The random allocation of places is carried out using Brent Council's admissions software, which is specially set up to allocate places according to the school's oversubscription criteria. After the closing date for applications, Michaela Community School can access the details for all children who have applied for a place at their school. The school then rank each application according to one of their oversubscription criteria. For the purposes of the fourth criteria, the school will identify all children living within 5 miles who have not been allocated a higher criteria. The information is then submitted back to Brent Council and they assign the random number using their dedicated admissions software for the school to order. Brent sends this list to the school and the school arranges it in ascending order to assign list positions and sends it back to Brent Council. This impacts who may or may not receive an offer.



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Parents/Carers will have the right to appeal against any decision not to offer a place at MCS. 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 who will then put the appropriate arrangements in place. Parents/Carers must appeal within 20 school days from the date of notification that their application was unsuccessful.

Appeals relating to admission at secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard by 6th July or the next working day, if 6th July falls on a weekend. Appeals for late applications will, where possible be heard as above; however, if this is not feasible, they will be heard within 30 school days of the appeals being lodged.

The MCS independent appeals panel will be properly trained to act in accordance with the admissions code. If there are a number of appeals, these will be heard at the same time. Parents are reminded that appealing for a place does not guarantee entry to the school.



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Approval by Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Signed: _____

C. Amadi

Chair of the Governing Body

Date: 14th February 2019

Review Date: 14th February 2020