



THE DEAN TRUST
Forest Gate Academy

Chief Executive: Mr Tarun Kapur CBE
Executive Headteacher: Miss Anita Edwards

Consultation on the Forest Gate Academy Admissions Policy 2023-24

Forest Gate Academy is a part of The Dean Trust, a Multi Academy Trust with ten schools across Trafford, Manchester, Wigan and Knowsley. Forest Gate Academy is responsible for its own Admissions Policy and The Dean Trust is the admission authority.

In line with the School Admissions Code 2021, Forest Gate Academy is seeking consultation on its admissions arrangements for 2023-24. The consultation will be open from **Monday 4 October – Wednesday 17 November 2021**

You can also find a copy of the proposed admissions arrangements on the Forest Gate Academy website (<https://www.forestgateacademy.co.uk/parents-pupils/admissions-appeals/>)

If you require a paper copy of any of the information please contact the Forest Gate Academy office on 0161 775 4356 and this will be provided free of charge.

Please indicate clearly along with your comments, your role within the community from the list below;

- Acting on behalf of a Local Authority (Please indicate which Local Authority)
- Acting on behalf of an admission authority (Please indicate which admission authority)
- Teacher / Governor of a local school (Please indicate which school)
- Parent / Carer (Please indicate which school)
- Other local community stakeholder (Please provide further information)

Please send your comments to office@forestgateacademy.co.uk or by post to:

Admissions
Forest Gate Academy
Daniel Adamson Avenue
Manchester
M31 4PN

All comments must be received by 5 pm on Wednesday 17 November 2021.

After the close of the consultation period, the Admissions Committee will consider all correspondence received and make a recommendation to the Local Governing Committee for their approval.

The determined policy will be placed on the Forest Gate Academy website by 15 March 2022.

Thank you for your time and due consideration of this consultation process.

Yours sincerely,

Anita Edwards (Executive Headteacher, Forest Gate Academy)

Tarun Kapur (Chief Executive Officer, The Dean Trust)

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Daniel Adamson Avenue Partington Manchester M31 4PN

t: 0161 775 4356

e: office@forestgateacademy.co.uk

w: www.thedeantrust.co.uk

Registered in England 8027943 VAT Registration 195 3889 46





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ADMISSIONS POLICY FOR FOREST GATE ACADEMY ACADEMIC YEAR 2023-24

Nursery Admissions

- Forest Gate Academy will keep an application list of pupils seeking admission to the Nursery. Inclusion of a child's name on the list does not constitute a promise of a place. Places are allocated according to the oversubscription criteria for the main school (see below).
- An application form for a Nursery place in the September intake should be completed and submitted to the Headteacher by 31st January which precedes the academic year in which the child will have his or her fourth birthday. Applications received after this date will be considered once this application round is completed and places have been allocated.
- Allocation of places will be made to qualifying children and notifications sent to parents on 15th April, or the first school day after this. Where places are available, further applications will be considered as they are received.
- Attendance will usually be on a part time basis, mornings or afternoons, according to the 15 hour per week entitlement. Children attend every day; part week places are not available. Where places are available, attendance may be on a full-time basis. Priority for full time places will be given to children who will reach their fourth birthday before 1st September 2023. Where further places remain, available places may be offered to children in the term following their third birthday.
- This is a school nursery class and as such operates during term time only.
- Please note that if your child attends Forest Gate Academy nursery, this is not a criterion for admission to the Reception class at the school and no place can be guaranteed for your child.

Admission Arrangements

- The Dean Trust is the admission authority for Forest Gate Academy
- Forest Gate Academy is responsible for its own Admissions Policy although the coordination of admissions arrangements into Reception is undertaken by Trafford Local Authority
- Parents seeking a place for their child in Reception in September 2023 must include Forest Gate Academy as one of the ranked order of preference choices on their Local Authority's Common Application Form
- The number of Forest Gate Academy places available for admission into Reception in September 2023 is 30. Parents will be notified of places offered by the Local Authority by 17 April 2023.
- Offers of a place at Forest Gate Academy are made without reference to ability or aptitude
- Where the Education Health and Care Plan (EHCP) of a child names Forest Gate Academy, they will normally be admitted and the number of available places will reduce accordingly

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Over Subscription Criteria

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how places are awarded:

1. Looked after children and previously looked after children, as defined by the School Admissions Code 2021.
2. Children with a sibling already attending Forest Gate Academy and who will still be attending at the time of admission. (See note a)
3. Children of staff who have been employed at Forest Gate Academy for two years at the time of application, or have been recruited to fill a post for which there is a demonstrable skills shortage.
4. Distance from the child's home to school measured in a straight line. Those living nearest to the school have priority. (See note b)

Notes

- a) The sibling must be on the school roll at the time of allocation and expected to still be on roll at the time of admission. 'Sibling' includes half and step brothers and sisters as well as fostered and adopted children who are considered as being part of the same family unit on the basis of a care or residency arrangement. In all cases, the 'sibling' must be considered as being resident at the same address on a full-time basis (the admission authority reserves the right to request evidence to confirm residency).
- b) Proof of address will be required. Where there is split care and a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the admission authority reserves the right to request other proofs as fit the individual circumstances. The address of another relative or childminder etc will not be accepted. This will be measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information.

Waiting Lists

Unsuccessful applicants for entry into Reception may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the over subscription criteria listed above. These waiting lists will be maintained to the end of the academic year 2023-24.

Tie-Break Arrangements

If there are more applicants than places available within criterion 1, 2 or 3, then criterion 4 will be used as a tie-break. In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places. This process will be independently verified.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births or siblings within the same family unit as described above, an additional place may be allocated.

Each random selection event only holds for the allocation of the currently available school place.

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Appeals

You have the right to appeal to an Independent Appeal Panel against any decision made by Forest Gate Academy. Parents who wish to exercise this right must state their intention to the School Admissions Team at Trafford Council. Information about this process will be provided by Trafford Council when places are offered.

Out of Age Group Applications

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. If you wish to apply for a place outside of your child's normal age group you must contact Forest Gate Academy in writing for the attention of the Admissions Committee. You must set out the reasons why you are making such an application and enclose any evidence on which you seek to rely, for example 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Admissions Committee will consider the evidence and application carefully and will take account of the parents' views, the views any medical expert, and the views of the Headteacher of Forest Gate Academy. Any decision will be made in the best interests of the child and the decision will be set out in writing with clear reasons.

In-Year Admissions

This applies to applicants applying for places outside the normal admissions round. Forest Gate Academy is responsible for the coordination of their own in-year admissions applications. An in-year application form and supporting guidance notes are available on the school's admissions webpage

(<https://www.forestgateacademy.co.uk/parents-pupils/admissions-appeals/>)

Withdrawing an offer

The admission authority reserves the right to withdraw the offer of any place if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

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