

INSPIRING FUTURES

Macmillan  
Academy

**ADMISSIONS  
ARRANGEMENTS 2025-26**

## **POLICY DETAILS**

<b>Policy title:</b>	Admissions Policy
<b>Staff name and job title:</b>	Nick Stott – Deputy Headteacher
<b>Organisation:</b>	Macmillan Academy
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## **POLICY REVISION AND APPROVAL HISTORY**

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1.1	March 2023	March 2024	Annual review and update	Headteacher
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## **Application to Year 7**

### **THE PUBLISHED ADMISSION NUMBER FOR YEAR 7 AT MACMILLAN ACADEMY FOR THE YEAR 2025/26 ARE 240 (Year 7)**

- 1.1 This document sets out the admission arrangements for Macmillan Academy. The document forms an Annex to the Funding Agreement between the Macmillan Academy and the Secretary of State. Any changes to the arrangements set out in this document will be made by consultation in accordance with the Schools Admission Code.
- 1.2 The academy will comply with all relevant provisions of the statutory codes of practice (The School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. References in the codes to admission authorities shall be deemed to be references to the Admission Panel, appointed by the Board of Governors. Macmillan Academy will take part in the coordinated admissions arrangements operated by the Local Authority (LA) and have regard to its advice as for any student from an adjoining local education authority; and will participate in the coordinated admission arrangements operated by Middlesbrough LA.
- 1.3 Notwithstanding these arrangements, the Secretary of State may direct Macmillan Academy to admit a named student to the academy on application from a LA. Before doing so the Secretary of State will consult the academy.

## **2. ADMISSION ARRANGEMENTS APPROVED**

- 2.1 The admission arrangements for Macmillan Academy for the year 2025/2026 and, subject to any changes approved from consultation, for subsequent years are as set out below:
  - 2.1.1 Macmillan Academy may set a higher admission number than its Published Admission Number (PAN) for any specific year. Students will not be admitted above PAN unless in exceptional circumstances.

## **3. PROCESS OF APPLICATION**

- 3.1 Macmillan Academy will participate in Middlesbrough LA's coordinated admissions scheme and will adhere to the National timetable for admissions. Applicants should apply for a place at Macmillan Academy by completing the Local Authority preferences online.

## **4. CONSIDERATION OF APPLICATIONS**

- 4.1 Macmillan Academy will consider all applications for places. When the number of applications is less than the PAN, Macmillan Academy will offer places to all those who have applied.

- 4.2 Applications submitted after the deadline of 31<sup>st</sup> October considered late. Late applications will be considered after the allocation of places.
- 4.3 Where the academy has made an offer on the basis of a fraudulent or intentionally misleading application the offer of a place will be withdrawn.

## **5. PROCEDURES WHERE MACMILLAN ACADEMY IS OVERSUBSCRIBED**

- 5.1 Applicants must sit an entry assessment to be offered a place. Applicants will be assessed using a non-verbal reasoning test which is externally set and marked. The applicant's score will be standardised using the mean and standard deviation of the cohort of applicants who sat the assessment at Macmillan in the year of application. The applicant's standardised score will be placed in one of nine stanines. An equal proportion of offers will be made in each stanine. This is done to ensure the academy offers places to applicants across the full range of abilities.
- 5.2 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the order of criteria set out below. After the admission of students with Educational Health Care Plans where Macmillan Academy is named on the plan, the criteria will be applied in the following order:
  - 5.2.1 Children who are 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 the admission authority] 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). Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved. If relevant evidence is not provided the child cannot be considered under these criteria.
  - 5.2.2 Those applicants who on the date of admission will have a sibling i.e., a natural brother or sister, or a half brother or sister, or a legally adopted half brother or sister on roll at the academy in the September on the proposed entry. Applicants must be able to provide evidence that the siblings do live at the same address, on the date of enrolment to the academy. Please refer to the section "Child's Home Address" in the publication from Middlesbrough Authority titled "Primary and Secondary Education in Middlesbrough; A Guide for Parents 2025-2026" for information on proof of address.
  - 5.2.3 Children of staff at the academy may be given priority:

- 5.2.3.1 Where the member of staff has been employed at the academy for two or more years at the time when the application for admission is made.
- 5.2.3.2 The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5.2.4 Of the remaining places:

- 5.2.4.1 50% will be offered on the basis of proximity to applicants within the catchment area as described in Appendix 1. i.e. applicants who live nearest 'as the crow flies' as calculated from the home address to the main entrance on the close of the admission application date.
- 5.2.4.2 The other 50% of remaining places shall be offered to applicants within the catchment area on the basis of independently operated random allocation.
- 5.2.4.3 In the case that places remain after all applicants who reside within the catchment area have been considered, any remaining places shall be offered to applicants outside the catchment area on the basis of independently operated random allocation.
- 5.2.4.4 In the case of applicants from multiple births who live at the same address, if one child is offered a place, the offer will be extended all siblings from the multiple birth who have applied for a place at the academy and sat the assessment.
- 5.2.4.5 In a tie break situation, where two students live at exactly the same distance from the academy (and who are not from multiple births) the offer will be made by random allocation.
- 5.2.4.6 A child's home address is considered to be the parents or legal carers permanent address. Where an applicant lives for part of each week at different addresses the "home" address shall be as defined in the section "Child's Home Address" in the publication from Middlesbrough Authority titled "Primary and Secondary Education in Middlesbrough; A Guide for Parents 2025-2026"

## **6. OPERATION OF WAITING LISTS**

- 6.1 Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the academy will operate a waiting list.
- 6.2 Where in any year Macmillan Academy receives more applications for places than there are places available, a waiting list will operate until the 31 December of that intake year. This will be maintained by Macmillan Academy 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.

- 6.3 When places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

## **7. ARRANGEMENTS FOR APPEALS PANELS**

- 7.1 Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of Macmillan Academy. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the Code of Practice on School Admissions Appeals published by the Department for Education as it applies to foundation and voluntary aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admissions Appeals and it is binding on all parties.
- 7.2 The academy prepares guidance about how the appeals process will work and provide parents with a named contact (the Admissions Officer) who can answer enquiries anyone may have about the process.

## **8. ARRANGEMENTS FOR IN YEAR APPLICATIONS**

- 8.1 In year applications must be made using the Middlesbrough co-ordinated in year admissions scheme. Information on this scheme, including the standard application form, can be found on the [Middlesbrough.gov.uk](http://Middlesbrough.gov.uk) website. All forms must be returned to Middlesbrough Authority. The academy must consider all in year applications and, if the year group applied for has a place available, admit the student. Unsuccessful applicants are entitled to a right of appeal.

## **9. ARRANGEMENTS FOR APPLICATION TO POST 16**

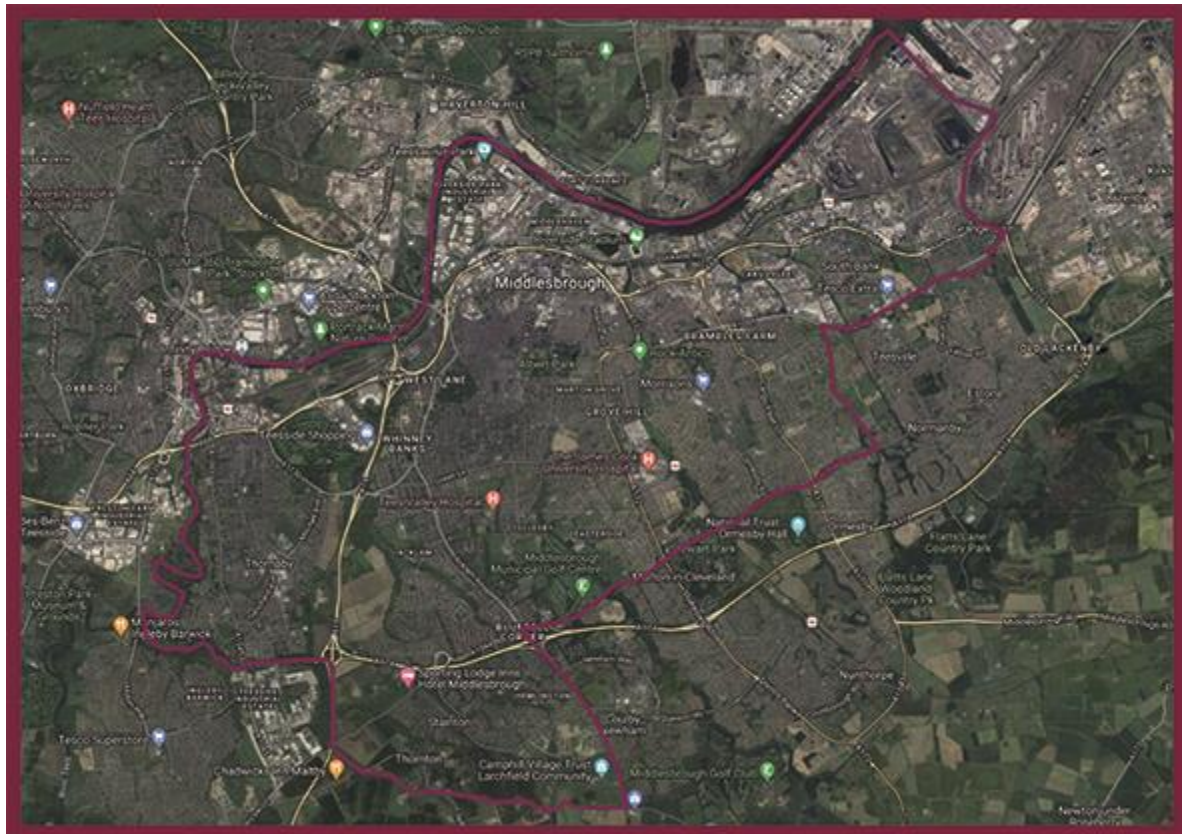
- 9.1 Please refer to [www.post16.co.uk](http://www.post16.co.uk) for information on applications to Post 16.

## 10. APPENDIX 1

### 10.1 THE CATCHMENT AREA

The northern and western boundary is the River Tees, the southern boundary commences where the Tees meets Bassleton Beck and follows the Beck to the A1045. The boundary continues east along the A174, and then turns south along the A19 to the point where it meets Maltby Beck, which it follows until the point where the beck nears Seamer Rd. At this point the boundary makes its way east to pick up Stainton Beck, which it follows until the beck nears B1365. At this point the boundary turns North, along the B1365 until it meets the Blue Bell roundabout. It then heads East along the B1380 to meet Spencer Beck, which it follows North until it picks up the A1085. The boundary heads East along the A1085, then along St John's Row, St George's Rd and St Davids Rd before returning to the A1085. Thereafter, North along the A1053 and Tees Dock Rd to meet the River Tees.

The centre of the roads and the waterways are deemed to be the boundary.









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