



**South Manchester
Learning Trust**

Personal Growth | Academic Excellence

Altrincham College

Admissions Policy

Policy Date: February 2023

Approved by: Governors

Date: 8 February 2023

Date of next review: February 2024

Admission Arrangements 2025

As an 11-18 Academy, Altrincham College has overall responsibility for its own admissions policy, working within the School Admissions Code of Practice.

This policy is split into the following sections:

- A. Priority catchment area and oversubscription criteria for Years 7-11
- B. Admission to Year 7 September 2025
- C. In-Year Admissions between September 2025 – August 2026
- D. Admission to Sixth Form September 2025
- E. Independent Appeals Panel
- F. Governing Body Terms of Reference in relation to admissions

SECTION A: Priority catchment area and oversubscription criteria for admission in Years 7-11

The priority catchment area for Altrincham College is all postcode areas within WA14, WA15 and M33, plus Trafford Authority residents within the M23 postcode.

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

1. Looked After Children and children who were Previously Looked After but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹ This category also includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.²
2. Children of parents³ who have been directly employed by Altrincham College either for two or more years at the time at which the application for admission is made, or to fill a vacant post for which there is a demonstrable skill shortage.
3. Siblings: children who have brothers and sisters enrolled at this school at the time of admission and live within the priority catchment area. Siblings are defined as half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit.
4. All other applicants living within the priority catchment area.
5. Siblings: All other children who have brothers and sisters enrolled at this school at the time of admission who live outside the priority catchment area.
6. All other applicants outside the priority catchment area.

¹ A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

³ A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Manager at school at the time of application.

For each of the criteria listed above, if the demand for places exceeds the admission number, the rank order will be determined by the proximity of the child's home to the school.

The child's home address means the address where the child lives most of the time, not a temporary address or the address of a carer or relative. It is always assumed that the correct factual information will be provided when an application for a school place is submitted. However, proof of the child's residency may be requested so that the application can be considered correctly alongside other applicants. In the case of parents who are separated the application will also be considered from the address where the child lives, even though the child may regularly spend some time at another address. Where it is claimed that the child's residency is shared equally between two addresses parents may decide which address will be used for the purpose of the application.

Distance will be calculated in a straight line from the applicant's home to the School using property coordinates provided through Trafford's Local Land and Property Gazetteer (LLPG) which complies with BS7666, coordinates provided from other home authority LLPG systems and Royal Mail Postal Address Information.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from Altrincham College, and from the Children, Families and Wellbeing Directorate.

Altrincham College reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been used in order to secure a place.

SECTION B: Admission to Year 7 September 2025

The Published Admission Number of the school for purposes of admission to Year 7 in September 2025 will be 175.

Students will be admitted to Year 7 without reference to ability or aptitude.

Parents seeking a place for their child in Year 7 September 2025 should include Altrincham College in ranked order of preference on their Local Authority's Common Application Form.

Applications for a place in Year 7 September 2025 will be ranked in strict accordance with the oversubscription criteria listed in Section A.

Applicants will be notified of the outcome of their application by their Local Authority, on behalf of the Governing Body, on 1st March 2025.

Unsuccessful applicants may ask the Local Authority to place them on a waiting list and be considered for any places that may arise in the future. These places will be awarded in accordance with the oversubscription criteria listed in Section A. Parents wishing to exercise this right should state their intention in writing within 14 days of receipt of the notification letter.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2025, the offer of the place will be reviewed. As a result of this review, the offer may be withdrawn if as a result of the successful applicant's house move, another applicant who was originally unsuccessful, is then promoted to a higher priority on the admission criteria listed in Section A.

For all tenancy agreements a minimum of 12 months tenancy agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

In the case of a house move, evidence of the child's residency at that address will also be required.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

SECTION C: In-Year Admissions between September 2025 and August 2026

This section applies to applicants applying for a place outside the normal round of admissions i.e. for a child who is already secondary school age. Applications for an in-year admission should be made through the Trafford Council Parent Portal.

Students will be admitted to the main school (Years 7-11) without reference to ability or aptitude.

Places will be allocated taking account of the admission number for each individual school year and according to the criteria detailed in Section A. In the event of over-subscription separate waiting lists for each year group will also be compiled according to these criteria.

The year group into which a student can be admitted is usually dependent on their date of birth. Students are not normally admitted into a year group that does not correspond with their date of birth.

During the academic year September 2025 - August 2026 students with the following dates of birth should be admitted into the year group noted below:

Date of Birth between	Year Group
01 September 2013 – 31 August 2014	Year 7
01 September 2012 – 31 August 2013	Year 8
01 September 2011 – 31 August 2012	Year 9
01 September 2010 – 31 August 2011	Year 10
01 September 2009 – 31 August 2010	Year 11

Any applications for an in-year transfer to a year group that does not correspond with the date of birth as noted in the table above, will be considered in special circumstances and on an individual case by case basis.

In the case of a house move, proof of ownership of the new address or a minimum of 12 months tenancy agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home. Evidence of the child's residency at the new address will also be required.

Unsuccessful applicants may request to be placed on a waiting list and thus be considered for any places that may arise in the future. These places will be awarded in accordance with the over-subscription criteria listed in Section A, irrespective of how long someone may have been on a waiting list. A separate waiting list for each year group is held. All waiting lists will be maintained to the end of the first term of the school year.

SECTION D: Admission to Sixth Form September 2025

The maximum number of students admitted into Year 12 will be 100. This number includes the Year 11 students progressing into the Sixth Form from Altrincham College (Category 1 students) as well as 20 places available for external entrants (Category 2 students).

Sixth Form Entry Requirements

Students qualifying for entry into Year 12 to study Level 3 courses must:

A-Levels:

- Achieve a minimum of five GCSEs at **Grade 5** or equivalent.
- Achieve a minimum **Grade 5** at GCSE in English language and mathematics.
- Achieve a minimum **Grade 6** or equivalent in those subjects to be studied at A-Level (or in a related subject where the chosen subject is not offered at GCSE).
- Students wishing to study A Level mathematics should have achieved a GCSE **Grade 7 or above**.

BTEC/Vocational Courses:

- Achieve a minimum of five GCSEs at **Grade 4 or above**, including English language and mathematics, if choosing an Extended Diploma (equivalent to three A-Levels).
- Achieve a **Grade 6 or above** at GCSE in any subject being studied at A-Level in combination with any BTEC course.

Students must also be:

- No younger than 15 on the 31st August prior to the year of entry
- No older than 17 on the 31st August prior to the year of entry

The application deadline is December 2024 (End of Term).

Sixth Form Over-Subscription Criteria for External Places:

Where eligible applications for external places exceed the number of places available, applications will be added to a waiting list and available places will be allocated according to the following priority order:

1. Looked After Children and Previously Looked After Children (as defined by the over-subscription criteria outlined in Section A of this policy) who fulfil the entry requirements.
2. All other external Year 11 students who fulfil the entry requirements.

For each of the criteria listed above, if the demand for places exceeds the admissions number, the rank order will be determined by a selection process which will give priority to students with the highest GCSE or equivalent grades in the subjects selected for study.

If any applicant has the same grade profile as another applicant, the determination factor will be the proximity of the student's home to the school, measured by a straight line (as defined in Altrincham College Admissions Policy Section A).

Late Admissions

Late applications for Year 12 study can be submitted once the application deadline has passed, up until the end of September of that current academic year. However, late applications can only be considered if:

1. Places are available
2. The student has met the sixth form entry requirements.

Sixth Form Admissions Process for students in Year 11 during 2024-25:

1. October 2024 – Prospectus available online
2. October 2024 – Post-16 Information Evening
3. December 2024 – Deadline for applications

An acknowledgement of the application and conditional offer if appropriate will be received within 10 working days of its submission.

Having registered, student places will be allocated subject to their GCSE results meeting the entry requirements.

In the case of insufficient demand from students, the school may decide not to deliver a particular course. If this should happen, students will be informed and given the opportunity to choose an alternative.

All students will receive final confirmation of their place at Altrincham College Sixth Form following the GCSE results in August.

SECTION E: Independent Appeals Panel

Applicants who have been unsuccessful in securing a place in the relevant year group will have the right of appeal to an Independent Appeals Panel (Education Act 1993). Parents wishing to exercise this right should indicate their intention, directly with the school, in writing within 28 days of receipt of the notification.

The appeals panel will consist of at least three independent members, of which one will have experience in education. An Independent Clerk will attend and minute the meeting. They can provide legal advice when and if required. The clerk will notify all parties of the panel's decision.

An Independent Clerk will attend and record all meetings and provide legal advice when and if required. The clerk will notify all parties of the panel's decision.

Order of Hearing

1. Case for the school made by the Presenting Officer. Written details will have been provided in advance.
2. Questioning of this case by the parents (for information and/or clarification).
Questioning of the case by the independent members of the Panel.
3. Case for the parents.
4. Questioning by the school (for information and/or clarification). Questioning of the case by the independent members of the Panel.
5. Summing up by the school.
6. Summing up by the parents.

SECTION F: Governing Body Terms of Reference in relation to Admissions

1. To consult with governing bodies of local schools, relevant parents and other interested groups, if there is a change in admission arrangements that will apply for admission applications the following school year and, at least once every seven years even if there are no changes.
2. To approve the admission number (PAN) for each relevant year group, taking regard of net formula capacity.
3. To review admission arrangements and determine the arrangements for the school in the following year.
4. To review discussions and outcomes from local admissions forums.
5. To review admissions appeals on consideration of a report to the full governing body.