



Malbank School & Sixth Form College

Admissions Policy

2023-24

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Malbank School and Sixth Form College

Admissions Policy

Malbank School and Sixth Form College is a popular and successful Foundation School, which attracts students from a wide geographical area.

The Admission Authority for the School is its Governing Body. Parents who are interested in seeking a place for their child(ren) at the School should contact the relevant Key Stage Pastoral team who will provide a School prospectus and explain the arrangements for parents and prospective pupils to visit the School, before making a decision as to whether or not to apply for a place.

1. Co-ordinated Admission Arrangement for Secondary School

The School complies with the relevant legislation, which requires all Local Authorities (LAs) to co-ordinate admissions arrangements in their areas. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, School place on the same day (National Offer day – usually 1 March). Offers where online applications have been made are sent out electronically, with paper or telephone applications receiving letters being posted out National Offer day.

Foundation Schools, such as **Malbank School and Sixth Form College**, act as their own admission authority, applying their own admission criteria as detailed below. However, parents will have to complete only one application form and will receive their offer from the LA in whose area they live.

The Common Application Form (CAF) must be used by all Cheshire East parents applying for a School place, whether inside or outside Cheshire East.

Admission Information

2. Admission Numbers

The published admission number for this School is 240 pupils per year in Years 7 – 11. Published admission numbers are established for each School in order to decide whether any age group within a School is full.

3. Admission and Age Groups

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

4. Admission of pupils residing outside the boundaries of Cheshire East

Pupils residing outside the boundary of Cheshire East are offered places on the same basis as Cheshire East pupils. However, applications on their behalf for a place at this School must be made using an application form from their home LA which will make the necessary arrangements with Cheshire East LA.

Applicants not resident in England, applying for a place must apply on Cheshire East's Common Application Form, except in the case of Sixth Form students over the age of 16 years. Applicants wishing to apply for admission to the Sixth Form College should contact the Head of Sixth Form at **Malbank School and Sixth Form College** on 01270 611009. Application details and an application form are also available on the Sixth Form section of the school website.

5. Allocation of Places

As required by law, the Local Authority makes arrangements for parents to express their preference for the school where they wish their child to be educated and offers an opportunity for parents to give reasons for their preference before any places are offered.

All preferences must be in writing and those meeting the criteria for this school will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is full.

The admission of Children with an Education Health Care Plan (EHC Plan) will be prioritised before applying the over subscription criteria outlined below.

The criteria used for prioritising applications if a year group is over-subscribed will be:

- 1. Cared for Children and previously Cared for Children;** a cared for child is a child who is in the care of the local authority or provided with accommodation by that authority. This also includes children that have been in care of local authority and have subsequently been adopted or have become subject to a child arrangements order or special guardianship order.
- 2. Children for whom a medical practitioner or psychologist's report has been provided in support of a particular school** which in the governors view justifies admission to the school on the basis that admission to the school is essential for the wellbeing of the child. The governors, if it is considered appropriate, will seek the views of the school doctor or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
- 3. Siblings** – pupils with elder brothers / sisters including half brothers / sisters and unrelated children living together as part of one household already attending

Malbank School and are expected to be continuing their education at the School the following school year.

4. **Pupils resident within the designated catchment zone** of Acton CE Primary Academy, Millfields Primary School, Highfields Academy, Willaston Primary Academy, St. Oswald's Worleston CE Primary School and in part of the catchment zone of the Nantwich Primary Academy.
5. **Children of staff at the school** – where the member of staff has been employed at the school for two years or more at the time at which the application is made or is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. **Pupils not resident** within the local catchment zone but attending a School designated as a partner school for admissions purposes as out-of-catchment pupils:

Designated Partner Primary Schools: Acton CE Primary Academy, Millfields Primary School, Highfields Academy, Willaston Primary Academy, St. Oswald's Worleston CE Primary School and in part of the catchment zone of the Nantwich Primary Academy.
7. **Pupils for whom there are exceptional circumstances** presented by the parents which justify, in the School's view, admission. These might for example include personal, domestic or social circumstances or relate to the pupil's particular needs, interests or welfare.
8. **Pupils living nearest to the School** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

Proof of address and residency may be required, and Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

If a child lives at more than one address (e.g. spends part of each week at different addresses) full details of the arrangements must be included on the application form (or in an accompanying note) to enable the governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

Where the School can accommodate some, but not all, pupils qualifying for one of the preceding criteria, priority will be given to pupils having regard to the subsequent criteria.

With regards to multiple births (twins, triplets etc) the school will endeavour to ensure that as far as possible these siblings can attend the same school.

6. Admission Appeals

Parents whose children are not offered a place here have a right of appeal to an independent Schools Appeal Panel. Appeals must be submitted in writing, but parents have the right to present their case to the Panel in person. The Panel will allow you to be accompanied by a friend or to be represented, although government advice is that legal representation should not normally be necessary. We will make the necessary administrative arrangements for hearing appeals. The decisions of Schools Appeal Panels are binding on the School Governing Body and parents.

7. Late Applications

Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of application). Please see the Cheshire East website for key dates regarding late applications.

8. Repeat Applications

Repeat applications will not be considered within the same school year, unless the parents' or the School's circumstances have changed significantly since the original application was made.

9. Transfer between Schools ('In Year Admissions')

Applications received after the first day of the school year into the relevant age group (which includes the reception class of age 4+ and secondary transfer at 11+) or into any other year group must be made on the common application form provided by the local authority. The application form will be submitted to the school who will examine the information provided. A place may be formally offered by the school in writing. Alternatively, should the application meet the Fair Access criteria (as outlined by the local authority) the application may be referred to the Fair Access Panel for consideration. Any fraudulent or misleading information submitted may result in any offered place being withdrawn.

Appendix 1 contains additional information on In Year Admissions.

10. Waiting Lists

For September Y7 transfer applicants, pupils whose applications are unsuccessful will be placed on a waiting list for one **term** after the start of the academic year (i.e. until 31st December). Thereafter interested parents must reconfirm their interest.

The waiting list will not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and, should places become available, these will be offered in line with the over-subscription criteria outlined above.

11. Appeals Panels

Appeals Panels have either three or five members. There are strict rules on who may and may not be a member of an Admission Appeals Panel to make sure that the Panel is independent and impartial. A Clerk to the Panel also attends the hearing, to see that the appeal is heard properly and to provide legal advice to the Panel. An administrator also attends to take notes.

12. Appeals Hearings

Appeals Panel hearings are informal and are held locally, so far as possible. The representative from the School will explain why it was not possible to meet your request for a place at your preferred School. You can ask the panel questions if you wish. You will then have an opportunity to present your case and answer any questions about it from the Panel and the **Malbank School and Sixth Form College** representative. No other parents will be present when you present your case. You do not have to attend although many parents choose to do so. Appeals can be considered on the basis of the written information you have provided. The Panel will allow you to be accompanied by a friend or to be represented. If you are unable to attend the Appeal then it is important that you send in the fullest possible information about your reasons for wanting a place at the School in question.

13. Power of Appeal Panels

Panels can uphold all appeals and instruct the School to allocate a place for your child. They can uphold some of the appeals and reject others and they can also reject all the appeals.

Once all the appeals have been heard Panels must first decide whether further admissions to **Malbank School** 'will prejudice efficient education or the efficient use of resources. Prejudice cannot normally be proved until the year group your child would enter is full. This means that the year group has not only reached its admission limit but cannot accept any more pupils in that year group without prejudicing the provision of efficient education at the School or the efficient use of resources. The School will provide a statement giving their reasons why it considers that to accept further pupils would cause prejudice to the School.

If the Panel considers that the School can admit all the pupils whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places will be allocated by the Panel *according to the School's admissions criteria and any other factors in the individual case which are compelling reasons for admission.*

If the School's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.

This requires panel members to balance your arguments in support of your child's admission against the extent of prejudice to efficient education and the efficient use of resources which would be caused by the admission of further pupils. *If the Panel believes that your child's circumstances outweigh the extent of the prejudice to the School your appeal will be upheld, otherwise your appeal will be rejected.*

14. Timescales

Appeals for Secondary Transfer into Year 7 are held normally between May and July each year, if the form is returned within the published time scales. Other Appeals are normally heard within 30 School days (excluding School holidays) from the date the completed appeal form is received by the School's Admission Officer. You will be given the date and time of the appeal hearing two weeks in advance of the hearing and the School's statement of its case will be sent to you one week in advance. You will normally be notified of the Panel's decision in writing no later than 7 working days of the hearings being completed. **DECISIONS OF APPEALS PANELS ARE FINAL AND BINDING ON BOTH MALBANK SCHOOL AND SIXTH FORM COLLEGE AND PARENTS** The only further rights open to you if your appeal is not upheld is to complain to the local government ombudsman if you consider there has been maladministration in the way your appeal was handled or to seek judicial review of the decision through the courts.

15. Repeat Appeals

If you are not successful you may apply for another appeal, but your application will not be considered within the same School year unless your own or the School's circumstances have changed significantly and materially since your first appeal (e.g. change of address).

16. Making your Appeal

You must make your appeal in writing to the School using the form obtained from the school. You must state the grounds on which your appeal is based. You should consider when preparing your appeal whether to include copies of any supporting documentation.

All supporting documentation must be provided at least 7 days before the appeal. If you submit additional information during the appeal, the presenting officer may seek an adjournment from the panel. In certain instances' this might require the hearing continuing on another day.

The School will acknowledge receipt of your form as soon as possible and will make the necessary arrangements. A copy of your appeal documentation will also be provided to the presenting officer, who, together with the School, will prepare a written response to your appeal, which will be sent to you no later than 7 days before the hearing.

17. Other sources of help

Parents can seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing a helpline advice service to parents on education matters. The telephone helpline number is 0808 800 5793 and they also have a web site www.ace-ed.org.uk

General information regarding appeals can be obtained from the Local Authority who will also assist if your appeal is unsuccessful. Their number is 0300 1235012.

The Authority's Committee Services currently arranges all appeal hearings.

The Department for Children, Schools and Families has a web site that provides a range of information for parents. www.dcsf.gov.uk

Sixth Form Admissions Policy

Admissions to the Sixth Form

(part of the whole school admissions policy)

Malbank Sixth Form has an admission limit of 360 in total for Year 12 and Year 13. The number of places available for entry into Year 12 for students from other schools is 75. We might exceed this number if the preferred course of study is not over subscribed and the applicant has met the relevant entry requirements.

In the event that there is oversubscription preference will be given to those students with a sibling in **Malbank School** and thereafter on distance from the school (see above) subject to the general guideline above. There is no priority to applications from pupils enrolled at other, particular, schools. Siblings means those who have sisters/brothers including half sisters/brothers at **Malbank School** (in Years 7 – 13) and are expected to continue here the following school year.

The aim of the entry policy is to provide a fair and impartial process for students who are entering the sixth form and to ensure that students enter courses that are appropriate to their skill level and in line with the career that they wish to pursue.

Every applicant will receive an advice and guidance session with a member of the KS5 team as part of the application process. During this review, current performance and career aims will be discussed to ensure students enter appropriate courses for their ability and ambitions.

Entry requirements:

Malbank Sixth Form has an entry level requirement of five grade 5's at GCSE, which demonstrates the students' ability to cope with the demands of Level 3 study. Pupils who do not gain a grade 5 (or the grade specified by the DfE) in Maths or English are expected to re-sit these subjects alongside their level 3 subject choices.

The sixth form reserves the right to admit exceptions to the rule where the decision may be appropriate and to the benefit of the student. Such cases will be considered and judged on an individual basis as and when applications below the minimum requirement arise for example if they achieve a combination of Grades 5 and 4.

Some subjects may require a 6 grade pass at GCSE for admission to a course. For example, it is recommended that students wishing to study A-Levels in Science and Mathematics have at least a grade 6 in that subject at GCSE.

Some subjects do not require a student to have passed that subject at GCSE, but appropriate levels of skill will be assessed at the Guidance session stage and through discussions with subject staff upon submission of an application.

The programme of study is for pupils to begin with three level 3 courses at the start of year 12. Any decisions about alterations to course choices must be discussed initially with the appropriate subject teacher and Head of Subject before a final discussion with the Director of Sixth Form to ensure decisions are made for valid and purposeful reasons.

The Sixth form insists that pupils study a minimum of two certificated subjects at any given point in time. Again, all course amendment decisions must be discussed with subject tutors, Heads of Subject and the Director of Sixth Form prior to final decisions being made.

Students requesting to return as a year 14 pupil (or as part of any subsequent notional year group) will not automatically be given the opportunity to return as their needs will be judged on an individual basis with appropriate advice given to support their decision making.

Application Process

Malbank Sixth Form College welcomes Y11 students currently studying at **Malbank High School** along with external applicants from other educational institutions. Entry requirements are the same for all applicants. Students who are interested in attending **Malbank** are invited to attend a range of events designed to enable them to make informed choices about their Post 16 study.

- Such events include:-
 - Open Evening during the Autumn term as advertised in the local press and on our website.
 - Informal information, advice and guidance interviews during the Spring and Summer terms to offer advice on the suitability of courses chosen, offer of further guidance as part of the options process, to discuss the extra-curricular interests of the student, and to answer questions about **Malbank**. No decision about the offer will be made at this interview.
 - Taster sessions and materials post GCSE examinations during the Summer Term using the TEAMS platform.
 - Enrolment will begin immediately following the publication of GCSE results and students will be able to enrol up to the start of term. Current Y11 student and external students will be accepted into **Malbank Sixth Form** on the condition they meet the entrance criteria and have applied formally for a place. Application forms are provided at our Open Evening and are also available from the School or they can be downloaded from our website.

Confirmation of Places

Students holding offers will have their full-time places confirmed at enrolment, following receipt of examination results, provided they meet the general criteria and grade requirements. If students do not meet the criteria, we will discuss at enrolment whether or

not an offer of a place can be confirmed. Applicants are encouraged to enrol within 24 hours of the publication of their GCSE results by completing the enrolment form to ensure groups can be organised prior to the start of term. If false information is supplied, **Malbank Sixth Form** reserves the right to withdraw its offer of a place.

Malbank aims to provide students with their first choice combination of subjects requested. Where this is impossible, for reasons such as timetable clashes or over-subscription of particular subjects, guidance will be offered about suitable alternatives. If a particular subject is over-subscribed, then places in these subjects will be allocated on the basis of a student's overall profile, although consideration will be given to individual cases.

Students entering **Malbank Sixth Form** will be expected to read and sign an Admissions Booklet which outlines the commitment required to be successful in Post 16 study and the support students can expect to receive by staff. In addition, Sixth Form students must recognise they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the ethos of the College.

All applicants who apply and do not receive an offer of a place have the right to appeal to the governors of the school through the appeals panel.

Appendix 1

In year admissions procedure

The following procedure should be followed in both Key Stage 3 and 4.

Parents may arrange to visit the school. This will be arranged through the relevant Key Stage office.



Should parents express a desire to apply for a place at **Malbank** they should be informed that their child's current school will be contacted to share information. Should parents not wish for this to take place they must contact the Local Authority (0300 123 5012) before completing an application form.



Parents complete an application form

- Online – cheshireeast.gov.uk (link on **Malbank** website in the relevant Key stage area). This will immediately be sent to school and should be forwarded to RMP. An electronic response form must be completed.
- Telephone application 0300 123 5012. This will immediately be sent to school and should be forwarded to RMP. An electronic response form must be completed.
- Hard copy completed and returned directly to school. This must be scanned and sent to county for their records whilst the hard copy is forwarded to RMP.



School has 10 days to process the application



RMP to review the application and action either route A or B as outlined on the following page.

NB.

- Any place offered on the basis of fraudulent or intentionally misleading information may be withdrawn.
- Repeat applications will not normally be considered within the same academic year.
- Applications can only be discussed with parents as outlined on the application form.

ROUTE A

No concerns raised following a review of the completed application form



RMP to forward the application to the relevant KS team and inform admin team



The relevant KS team to liaise with the admin team with regards to an agreed start date.



The admin team to send a letter to the parents offering a place and stating the start date. The start date must be no longer than 20 days after the written offer.



Parents must contact the relevant KS administrator to accept or decline the offer of a place within 10 working days.



KS administrator to inform admin team of the parent's decision



The place must be taken up within 20 days of the agreed start date. If admission has not taken place in this time the offer of a place can be withdrawn.



All timetables etc must be in place by the start date and all admissions must go through the IRC.

ROUTE B

Concerns raised following a review of the completed application form. Concerns in line with fair access protocol guidance. The relevant KS team will be informed.



Parents are informed that should they still wish to proceed with the application it would be under the fair access admissions procedure. Parents should be directed to the relevant information on Cheshire East's website – a guidance leaflet is available.



Should parents wish to proceed with the application a Fair Access Protocol (FAP) referral will be made to the LA and to the FAP panel chair.