



Admissions Policy

2026/2027

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Related Policies / Guidance:	SEN admissions guidance
Review:	Annually

Approved by: Trustees

Date: December 2025

Next review due by: September 2027

Welcome

This policy explains how Newall Green Primary School allocates school places for children starting in Reception, as well as how in-year admissions and SEN placements work. It follows the School Admissions Code 2021 and is published in line with Manchester City Council requirements.

1. Admissions Authority

- Mainstream Reception places: Admissions are managed by Manchester City Council. Parents/carers must apply through the Council's coordinated admissions process.
- SEN unit / Resourced Provision: Placements are allocated by the EHCP team via a child's Education, Health and Care Plan. These are not part of the normal admissions round.
- Nursery places are allocated through the waiting list held by the School Office.

2. Published Admission Numbers (PAN)

- Reception (Mainstream): 75 places from September 2026.
- SEN unit / resourced provision: Places allocated by EHCP team; numbers depend on need.
- A child cannot be refused a place in the normal year of entry unless the PAN has been reached.

3. How to Apply

- All parents/carers apply through their home Local Authority.
 - Manchester residents use [Manchester City Council Admissions](#).
 - Forms can also be returned by email: school.admissions@manchester.gov.uk or by post to:
School Admissions Service
MCC, PO Box 532
Town Hall
Manchester, M60 2LA
- Nursery applications: Apply directly to the school. Attendance in nursery does not guarantee a Reception place.

4. Deferred Entry, Part-Time, and Out-of-Age-Group Requests

- Parents can defer entry until the child reaches compulsory school age or request part-time attendance until then.
- Parents of summer-born children may request admission out of the normal age group.
- All requests are considered in line with the School Admissions Code and decisions will be communicated in writing.

5. Oversubscription Criteria – Mainstream Reception

If there are more applicants than places (PAN 75), places are offered in the following order:

1. Looked after children or previously looked after children (including children adopted from state care abroad).
2. Children with exceptional medical or social needs, supported by professional evidence.
3. Children with a sibling at the school (including half, step, adopted, foster siblings). Nursery siblings do not count.

4. All other children.

- Within each category, priority is given to those living closest to the school (measured in a straight line using the LA system).
- If two applicants live at an equal distance, a random draw by a senior officer outside the education service will decide.

6. In-Year Admissions

- Children with an EHCP naming the school must be admitted.
- For other in-year applications, if places are available, they will be offered. If oversubscribed, the oversubscription criteria above apply.
- Waiting lists are re-ranked each time a child is added.

7. Waiting Lists

- Reception: Waiting lists held until 31 December of the intake year; re-application is required to remain on the list.
- In-year admissions: Waiting lists held for the remainder of the academic year.
- Priority is determined by the oversubscription criteria, not by how long a child has been on the list.

8. Late Applications

- Late applications are processed after all on-time applications unless there is a valid reason (e.g., recent move to Manchester).
- They are considered using the oversubscription criteria.

9. SEN Unit / Resourced Provision

- Places allocated via the EHCP team based on a child's Education, Health and Care Plan.
- Parents cannot apply for these places through the standard admissions process.

10. Appeals

- Parents refused a place may appeal.
 - Mainstream: [Manchester City Council School Place Appeals](#)
 - Academies / other provision: [Academy Independent Admission Appeal Panel](#)

11. Publication

- This policy is available on the school website and on Manchester City Council's admissions pages.
- Copies can also be requested from the school or the LA.

Key Points for Parents

- Apply via your home LA.
- Reception PAN is 75 for September 2026.
- SEN placements are via EHCP team.
- Oversubscription criteria determine priority if places are limited.
- Deferred entry, part-time, out-of-age-group requests and appeals are all accommodated as per the Admissions Code.