

Consultation on admissions arrangements for Copley Academy

2027-28

Great Academies Education Trust are consulting on the admissions arrangements for Copley Academy

This consultation is required in line with paragraph 1.45 of the School Admissions Code, which states that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

The current admissions arrangements can be found on the next page. No changes are proposed to these arrangements.

Consultation period and comments

The consultation will run from Friday 19 December 2025 until Friday 30 January 2026, and we invite comments from parents of current pupils and any other interested parties.

Those who do not have access to the internet can collect a paper copy of this document from the Reception desk at the Academy.

If you wish to request a copy by post, please contact the academy.

E-mail: mail@copleyacademy.org.uk

Telephone: 0161 338 6684

Comments on the admissions arrangements should be made in writing before **Friday 30 January 2026**

You can submit comments via the [online form](#) or, if you wish to submit comments by e-mail or post, please specify the name of the academy they relate to and send them to:

e-mail: mail@copleyacademy.org.uk

post: Admissions & Appeals (Great Academies Education Trust), c/o Great Academy Ashton, Broadoak Road, Ashton-under-Lyne, OL6 8RF

Procedures for Year 7 entry

The admission arrangements are:

- a) There are 150 places in Year 7.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Tameside local authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

There is also a separate Additional Resource Base Provision for which an Education Health Care Plan, EHCP, is required. The local authority where the child lives can consult with the Academy for the Additional Resource Base Provision. The EHCP process will determine the final placement. These places are decided separately to the process outlined below.

Oversubscription criteria

The Academy has an agreed admissions number of 150 children for entry in Year 7. The Academy will admit up to 150 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 150 or fewer apply.

If the Academy is oversubscribed, after the admission of children with an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms.

Those wishing to apply for a previously looked-after child need to submit documents to confirm the eligibility when they complete the local authority CAF / CPF.

- b) Children who have exceptional social or medical need, supported by a written recommendation from an independent medical professional such as the child's paediatrician / consultant or an independent professional from Children's Services. The recommendation **must** explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

Those wishing to apply under this category need to complete the Secondary Special Circumstances Form and submit this, along with any evidence, directly to the local authority.

A panel from the Academy Trust will decide whether to admit the child under this criterion, using the evidence provided. Parents / carers are responsible for providing all information in support of an application by the closing date. All information provided will be treated in the strictest confidence.

- c) Children whose siblings live at the same address, currently attend the Academy, and who will continue to attend the Academy on the date of admission (see note 2 for a definition of sibling).
- d) Children who attend a named feeder primary school on the closing date for applications. The named feeder schools are: **Arlies, Buckton Vale, Gorse Hall, Millbrook, Silver Springs Primary Academy, St Pauls C of E Stalybridge, St Peters RC, St Raphaels RC, Stalyhill Junior, Wild Bank**
- e) Admission of children based on the distance in a straight line from the child's home address using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Tie-break

If demand exceeds places at points c), d or e), places will be decided based upon the distance (proximity) of the home address (see note 3) to the Academy, with those who live closest receiving priority for the place / s. If there are two or more children from equidistant addresses but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling / s will also be offered a place / s above the admission number.

Notes

1. 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).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, child arrangements order or special guardianship order and includes those who appear (to the local academy board) to have been in state care outside of England¹ and ceased to be so because of being adopted.

¹ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. In addition to brothers and sisters, the term sibling includes half, adopted, step or foster brothers or sisters living at the same address. It also includes children sharing a house, where it can be demonstrated that they are residing permanently at the same address.
3. 'Home address' is identified as the permanent address where the child usually lives with their parent or carer (the person who holds parental responsibility for the child). Where shared care arrangements are in place and a child lives equally with both parents, the parents must agree which address will be used on the application to their local authority. Parents may be requested to supply documentary evidence to support the address used for the application. If the arrangements are not split equally between both parents, then the address used should be the address where the child spends most of the school week.
4. The applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top of the list to the biggest number at the bottom.

The randomisation process will be overseen by an independent person not connected to the Academy.

Late applications

Late CPF / CAF applications will be administered in accordance with the local authorities coordinated schemes. Where applications are received after the deadline, this may affect your chances of being offered a place at the Academy as the application will be considered after those that were received on time.

In-year admissions

The funding agreement for the Academy dictates how many students it will be funded for in total. The Academy plans its operations such as staffing, timetabling, and provision of resources based on the funding received; this equates to the following provision.

- There are 750 places across the year groups 7 to 11.

If a child is refused a place, this is because admission of another child would prejudice the provision of efficient education or the efficient use of resources.

Where vacancies occur, places are not offered based on the length of time children have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies more highly within the criteria than children already on the list because each time a child is added, the list will be ranked again in line with the published oversubscription criteria. Looked-after children, previously looked-after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

Applications should be made on Tameside local authority's In Year Common Preference Form (ICPF) which is available on the local authority's [website](#). The local authority will then contact you to advise you if a place can be offered or not.

Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

For applications at the point of entry (Year 7), the request should be submitted before the deadline for applications. For applications in-year, the request should be submitted at the same time the in-year application is made.

When such a request is made, a panel of the Academy Trust will decide based on the circumstances of the case and in the best interest of the child concerned, considering the view of the principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the academy in the first instance, to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- 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

The panel of the Academy Trust will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the request is refused, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

Additional Resource Base Provision

- Entry into the Additional Resource Base Provision requires an EHCP, the consultation and EHCP process will determine entry.
- The Additional Resource Base Provision admission is in addition to the PAN.

Consultation on the admissions arrangements for Copley Academy

Name	
E- Mail Address	
Contact Number	

Please tick which category best represents your interest in this consultation

Parents	
School staff	
Member of the public	
Local authority	
Community or religious organisation	
Politician	
Other	

Do you agree with the admissions arrangements

Yes	
No	

Please write below any comments you wish to make about the admission arrangements

[illegible]

Please continue overleaf or attach additional pages if you need more space.