



# Manor High School

11-16 Academy

## ADMISSIONS POLICY 2021/2022

Date of consultation	December 2019
Date of adoption	Autumn term 2021

# Manor High School Admissions Policy

The admission authority for Manor High School is the Oak Multi Academy Trust. The Trust is responsible for ensuring that the school complies with the relevant law and guidance in respect of Admissions and Appeals for state funded schools.

## 1. Purpose of this Policy

The purpose of the policy is to ensure that places at Manor High School are allocated in a transparent and easily understood way.

## 2. Normal Secondary Transfer Applications (Year 7)

A normal secondary transfer application is made to transfer from primary school to secondary school.

Manor High School will admit students without reference to aptitude or ability from the locality and other areas to a level at which we can provide a quality of education for all.

The Admission Number (AN) is 180 on entry into the school in Year 7.

### 2.1. Applying for a Place

Parents must apply through the LA online system or using the LA's common application form. The application forms must be completed and submitted or returned by the national closing date 31st October.

Applications should be made through the Local Authority where the student lives, not where the school is based. Living in the area does not guarantee you a place at your closest school.

### 2.2. Late Applications

Any applications received after the closing date 31 October, will be accepted but considered only after those received by the closing date. All supplementary information, i.e. medical consultant letters, proof of change of address, etc., remains the parent's responsibility to supply.

In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. The Trust will consider these representations and at their discretion have the power to deem them to have been on time.

Applications received beyond four weeks post-closing date cannot be considered under exceptional grounds, as it is too late to add them to the process.

### 2.3. Waitlist

In the transfer cycle of applications (primary to secondary) parents whose children have been refused a place at Manor High School will automatically be added to the Manor High School waitlist. The waitlist for admissions into Year 7 will remain open until the end of the autumn term in the admission year (Year 7).

The waitlist is ranked using the oversubscription criteria listed in Section 4.1. Therefore, the waitlist may change; this means that a child's position during the year could go 'up' or 'down'. The waitlist makes no distinction between on time or late applications.

## 2.4. The Admissions Timeline:

- |                                 |  |
|---------------------------------|--|
| • 31 October                    | Closing date for applications to the Local Authority |
| • 28 February                   | Publication of appeals timetable on website          |
| • 1 March (or next working day) | National offer day for secondary school places       |
| • April to August               | Appeals process and outcomes                         |
| • August                        | New intake starts at school                          |

## 3. In-Year Applications

An in-year admission application is one that is made outside of the normal time of transfer between schools, for example, when a family moves house part way through a school year.

An in-year application is one that is made to join the school in Years 8-11. For Year 7 an application will be considered as an in year transfer if received after the first day of term.

### 3.1. Applying for a Place

Manor High School have engaged the services of the LA to co-ordinate in-year applications into all year groups (Year 7 to Year 11). This is because the LA's online systems operate 24/7 and through-out school holidays (online application link: <http://www.leicestershire.gov.uk/admissions>).

Parents must apply for in-year applications through the LA online system or using the LA's common application form. Parents/families are invited to arrange to visit the school, which aids a smooth transition.

In-year applications should be made through the Local Authority where the school is based (Leicestershire) as opposed to where the home address is.

If Manor High School has a space, the LA will offer the place. If there are more applications than places the school will rank the applications according to the oversubscription criteria (section 4.1) and inform the LA, who in turn inform parents of outcomes.

If a place is not available, the Local Authority will inform parents or carers of their right to appeal against the refusal of a place.

### 3.2. Waitlist

Manor High do not run a waitlist for any year group with the exception of Year 7 following the transfer cycle of applications. The Year 7 waitlist will run until the end of the autumn term in the year of admission (Year 7) (see section 2.3 for details).

Any unsuccessful in year applications for Year 7 received between the national offer date and during the autumn term will be added to the waitlist.

## 4. Admission Criteria

### 4.1. Oversubscription Criteria

Section 324 of the Education Act 1996 requires that the governing body must admit to the school a child with an Education Health and Care Plan that names the school.

The oversubscription criteria set out below are for applications received on time within the prescribed timeframes. Late applications are given the lowest priority.

Where the number of applications exceeds the AN, the following oversubscription criteria will apply (see note i below):

1. **First priority: Looked after children & previously looked after children.** Looked after and previously looked after children will be considered to be:
  - Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
  - Children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
2. **Second Priority: Children with siblings at the school.** A sibling is a child who will have a brother or sister at the school at the time of the sibling's application and/or admission. This would apply both at the initial allocation of places and also when prioritising the waiting list. (see notes ii)
3. **Third priority: Children who attend one of the traditional feeder primary schools** (see note iii).
4. **Fourth priority: Children who attend one of the emerging feeder primary schools** (see note iv).
5. **Fifth Priority: Distance.** Measurement of distance is in a straight line from the centre point of the child's home address to Manor High School's main designated front gate, using a computerised mapping system (Geocoding). (See note v).

Notes:

- i. Combinations of the above criteria are used in priority order.
- ii. Siblings are two or more children who have at least one parent in common and who reside in the same home as one another, and legally adopted children living at the same address. A sibling needs to have a brother or sister at the school at the time of the sibling's application and/or when they enter the school.

iii. Traditional feeder primary schools:

**Leicestershire**

- Brockshill Primary School, Oadby
- Brookside Primary School, Oadby
- Fernvale Primary School, Thurnby
- Great Glen St Cuthberts C of E Primary School
- Houghton on the Hill C of E Primary School
- Langmoor Primary School, Oadby
- Launde Primary School, Oadby
- St Luke's C of E Primary School, Thurnby
- Woodland Grange Primary School, Oadby

**Leicester City**

- Avenue Primary School
- Overdale Junior School
- St John the Baptist Primary School

iv. Emerging feeder primary schools:

**Leicestershire**

- All Saints C of E Primary School, Wigston
- Glenmere Community Primary School, Wigston
- Little Hill Primary School, Wigston
- St John Fisher Catholic Primary School, Wigston
- The Meadow Community Primary School, Wigston
- Thythorn Field Community Primary School, Wigston

**Leicester City**

- Coleman Primary School
- Hope Hamilton CE (Aided) Primary School
- Kestrel Mead Primary School
- Linden Primary School
- Mayflower Primary School
- Spinney Hill Primary
- St Thomas More Catholic Voluntary Academy
- Uplands Primary School
- Whitehall Primary School
- Willowbrook Mead Primary School

v. The child's place of residence is taken to be where the child is resident for the majority of the school week (see 4.3 for further clarification).

## 4.2. Tie Break

If two or more applications have identical ranking following applying all the above criteria in priority order, then the final determination will be made by drawing lots, supervised by an independent officer.

## 4.3. Home Address

A single home address must be used on the application.

The child's place of residence is taken to be the parental home at which they normally reside for the majority of the school week. Where parents claim equal or dual residency they must prioritise one address over the other.

If a home address or residence arrangement is found to be false or misleading, the child's place at the allocated school may be withdrawn even if the child has started attending.

If a court order is in force specifying where the child lives or with a named person then this will be the address used for the purposes of the measurement of distance.

## 4.4. Exceeding the Admission Number (AN)

If the school considers that it would not prejudice the efficient provision of education or educational resources, then the school may exceed the initial Admission Number at point of entry. This will not be considered to set a precedent for future year groups.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, each child will be offered a place.

## 4.5. Withdrawal of Places or Offers of Places

In exceptional cases the school reserves the right to withdraw a school place, or an offer of a place:

- For the normal admissions round (when offers for secondary transfers are made on national offer date of 1st March), if no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), the place will be withdrawn
- For mid-term applications (outside the normal round), parents must respond to any offer of a school place within 20 days of the date of that letter or email to make starting arrangements or the place will be withdrawn.
- Where the place has been obtained by false or misleading information, for example an incorrect address or date of birth

## 4.6. Fair Access Protocol

Manor High School will participate in full with the LA's Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the Admission Number of a school that is already full.

## 4.7. Normal Age-Range

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the school to decide whether to admit the child out of their normal age group. A decision will be made on the basis of the circumstances of each case and in the child's best interests.

#### 4.8. Children with Challenging Behaviour

Manor High School will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.

Manor High School will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty to comply with parental preference when allocating places through the Fair Access Protocol.

Where the Trust does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the area Behaviour and Attendance Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour already on roll.

#### 4.9. Safeguarding Children

Where one parent objects to a school application made by the other parent, and to prevent the application from being processed the School Admissions Service will require a court order. In such circumstances, the application will be paused for seven days (following a letter from a solicitor confirming a court order request has been submitted) to allow the objecting parent time to obtain the court order.

### 5. Appeals

If your child has been refused a place at Manor High School, you retain the statutory right to appeal. Manor High School have engaged the services of the LA to conduct all our appeals. Therefore, you can appeal via the LA website. The LA will arrange the appeal on behalf of the Trust to be heard by an independent panel, whose decision is binding on all parties.