



# Manor High School

## 11-16 Academy

### ADMISSIONS POLICY 2025/2026

Date of consultation	24 November 2022 to 31 January 2023 (Completed)
Date of adoption	Autumn term 2025
Version Number	1.1

## Contents

1. Purpose of this Policy .....	3
2. Normal Secondary Transfer Applications (Year 7) .....	3
2.1. Applying for a Place .....	3
2.2. Late Applications .....	3
2.3. Waitlist.....	3
2.4. The Admissions Timeline: .....	3
3. In-Year Applications.....	4
3.1. Applying for a Place .....	4
3.2. Children with an EHCP .....	4
3.3. Waitlist.....	4
4. Admission Criteria .....	4
4.1. Oversubscription Criteria.....	4
4.2. Tie Break .....	5
4.3. Home Address .....	6
4.4. Exceeding the Published Admission Number (PAN).....	6
4.5. Withdrawal of Places or Offers of Places .....	6
4.6. Fair Access Protocol.....	6
4.7. Normal Age-Range.....	6
4.8. Children with Challenging Behaviour .....	7
5. Appeals .....	7

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 Published Admission Number (PAN) is 210 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.

### 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 (31<sup>st</sup> December) 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. It will be reordered each time an applicant is refused a place at the school and placed on the waitlist.

### 2.4. The Admissions Timeline:

- |                                 |   |
|---------------------------------|---|
| • 31 October                    | Closing date for applications to the Local Authority (LA) |
| • 28 February                   | Publication of appeals timetable on LA 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 the autumn term in the year of admission.

#### 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 welcome to visit the school, although this will have no bearing on the outcome of the application.

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. The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days. Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, council tax payment notification, fair access information for complex or out of authority applications etc.

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. Children with an EHCP

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.

#### 3.3. 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 up until 31 December (in the year of admission) will be added to the waitlist.

### 4. Admission Criteria

#### 4.1. Oversubscription Criteria

Where the number of applications does not exceed the PAN, all applicants will be offered a place.

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

**1. First priority: Looked after children & previously looked after children.**

Looked after children<sup>1</sup> and previously looked after children<sup>2</sup> including those who appear (to the Admissions Authority) to have been in state care outside of England<sup>3</sup> and ceased to be in state care as a result of being adopted<sup>4</sup>.

<sup>1</sup> 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) at the time of making an application to a school.

<sup>2</sup> Children who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangements Order or special guardianship order, immediately following having been looked after.

<sup>3</sup> 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.

<sup>4</sup> This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

## 2. **Second Priority: Children with siblings at the school.**

A child who will have a brother or sister on roll at the school at the time either at the point of admission or when an application is made for the child to attend the school. 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 Oak MAT primary schools** (see note iii).

## 4. **Fourth priority: Children who attend one of the traditional feeder primary schools** (see note iv).

## 5. **Fifth priority: Children of current Manor High School staff**

Staff who have worked at the school for at least two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

## 6. **Sixth Priority: Distance.**

Priority will be given to children who live closest to the school. 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 (Geocoded mapping tool). (See note v).

Notes:

- i. Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out. Criteria can be applied in combination. Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn.
- 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 child applying for a place needs to have a brother or sister at the school at the time of their application and/or when they enter the school to be considered within this criterion.
- iii. Oak MAT primary schools are:

### **Leicestershire**

- Oadby, Brookside Primary School
- Oadby, Woodland Grange Primary School

### **Leicester City**

- Overdale Junior School

- iv. Traditional feeder primary schools:

### **Leicestershire**

- Great Glen, St Cuthbert's C of E Primary School
- Houghton on the Hill C of E Primary School
- Oadby, Brocks Hill Primary School
- Oadby, Langmoor Primary School
- Oadby, Launde Primary School,
- Thurnby, Fernvale Primary School
- Thurnby, St Luke's CofE Primary School

### **Leicester City**

- Avenue Primary School
- St John the Baptist CofE 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). 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 (RouteFinder).

## 4.2. Tie Break

If two or more applications have identical ranking following applying all the above criteria in priority order as set out in note i, 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 for the purposes of a school application.

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 Published Admission Number (PAN)

If the school considers that it would not prejudice the efficient provision of education or educational resources, then the school may exceed the initial PAN at point of entry. This will not be considered to set a precedent for future year groups. If it makes that decision, it will notify the local authority in time to allow it to deliver its coordinated responsibilities effectively.

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 PAN of a school that is already full.

#### 4.7 Normal Age-Range

Parents may seek a place for their child outside of their normal age group. The academy anticipates that children will only be educated outside of their normal age group in very exceptional circumstances, for example where the student has missed education due to ill health. As the Admission Authority, we will make decisions on the basis of the circumstances of each case and in the best interests of the child. This will include considering the parent/carer's views, information about the child's academic, social and emotional development and, where relevant, the views of a medical professional. When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out.

To request a delayed entry, parents are requested to make an application for their child's normal age group at the usual time in accordance with this policy and at the same time submit a request for admission out of the normal age group.

Decisions will be made by a panel of the Oak Trust (with advice from the Local Authority if appropriate)

based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view.

Decisions made by the Trust will be clearly set out in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at, as well as what recourse is available if the request is refused.

Parents' statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not their preferred age group.

#### 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.

### 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. Further details of the process and how to appeal will be notified with any unsuccessful application.