



Manor High School

11-16 Academy

**ADMISSIONS POLICY
2019-2020 / 2020-2021**

Date of adoption	Autumn 2017
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Manor High School Admissions Policy

The admission authority for Manor High School is the Manor High School Academy Trust. The Academy Trust is responsible for ensuring that they comply 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.

We operate Leicestershire's equal preference system and are part of the Co-ordinated admission arrangements scheme for Leicestershire. The Admission Policy complies with the School Standards and Framework Act 1998 and other relevant statutes and guidance and the School Admission Code 2014.

2.1. Applying for a Place

Manor High School as required will participate fully with the Local Authority's (LA) Co-ordinating Transfer Scheme. This means 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. In addition, no one school in an area will be overfilled while another school within a 'reasonable distance' has places (where reasonable distance from Home to school is shortest walking route; 3 miles for secondary).

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. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information, i.e. medical consultant letters, proof of change of address, etc., remains the parent's responsibility to supply. Living in the area does not guarantee you a place at your closest school.

If there are exceptional reasons why an application is late these must be provided in writing. The Admissions Committee will consider these representations and at their discretion have the power to deem them to have been on time.

Any late application representations must be with the Admission Committee by the end of the autumn term. Any application received after that date will be considered late whatever the reason provided.

2.3. Waiting List (WL)

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 WL. The WL for admissions into Year 7 will remain open until the end of the autumn term in the admission year (Year 7).

The WL is ranked using the oversubscription criteria listed in Section 4.1. The WL may change; this means that a child's WL position during the year could go 'up' or 'down'. The WL 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 National offer day for secondary school places
- April and May 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 Governors 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. Waiting List (WL)

Manor High do not run an WL for any year group with the exception of Year 7 following the transfer cycle of applications. The Year 7 WL will run until the end of the autumn term in the year of admission (Year 7).

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

The Year 7 WL is ranked using the oversubscription criteria listed in section 4.1. The WL may change; this means that a child's WL position during the year could go 'up' or 'down'. The WL makes no distinction between on time or late applications.

4. Admission Criteria

4.1. Oversubscription Criteria

Section 324 of the Education Act 1996 requires that the Governors must admit to the school a child with a Statement of Special Educational Need or 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 prioritised criteria will apply in strict accordance with the school's Admission Policy (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 who attend one of the traditional feeder primary schools (see note ii).

3. **Third priority:** Children who attend one of the emerging feeder primary schools (see note iii).
4. **Fourth 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 admission. This would apply both at the initial allocation of places and also when prioritising the waiting list. (see notes iv)
5. **Fifth Priority:** Exceptional circumstances. Occasionally there will be a very small number of children for whom exceptional arrangements will apply. (See note v)
6. **Sixth Priority:** Distance. This will be the measurement taken on a straight line as the crow flies basis. The distance will be measured from the point where the applicant's home address meets the public highway to the designated front gate of Manor High School (see note vi). Distance is measured using electronic geo mapping to ensure accuracy.

Notes:

- i. Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.
- ii. 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

- iii. Emerging feeder primary schools:

Leicestershire

- Glenmere Community Primary School, Wigston
- St John Fisher Catholic Primary School, Wigston
- The Meadow Community Primary School, Wigston

Leicester City

- Catherine Junior School
- Coleman Primary School
- Kestrels' Field Primary School
- Linden Primary School
- Mayflower Primary School
- St Thomas More Catholic Voluntary Academy
- Spinney Hill Primary School
- Thythorn Field Community Primary School, Wigston
- Uplands Primary School
- Whitehall Primary School
- Willowbrook Primary School

- iv. A sibling is a brother or sister or a half-brother or half-sister or step-brother or step-sister, living at the same address, or foster 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 when they enter the school.
- v. Exceptional Circumstances - Medical and other reasons
If, when you apply, your child has a disability or a serious or life-threatening medical condition and you feel he or she must go to Manor High School and, where these needs can only be met at this school, you must put this on the application form. We will only consider this if you upload or send in medical evidence from a consultant doctor. Please note: a letter from your GP will not normally be sufficient evidence.

The Admission Committee will consider all such applications. We may then take expert medical advice if we consider it necessary. We only agree to a priority placement if the evidence is clear at the outset or if medical advisors consider that it is essential for your child to attend this school.

If there are sensitive family circumstances, such as a significant family disability or involvement of support services (for example, Social Services), we may also consider these when you apply. Again, you must provide documented evidence or reports as appropriate. If your child is the subject of an Education Supervision Order or is permanently excluded from school, exceptional circumstances may also give priority for offering your child a place.

It is important that any exceptional circumstances, as described before, are shown on the application form when you upload or send in supporting evidence. If you do not do this, we cannot consider offering your child a priority placement.

It is your responsibility to provide the necessary evidence at the point of application. The Admission Committee will not under any circumstances contact any agency or person to confirm or clarify any issue that you raise.

Children of UK service personnel who are to be posted within the attached map will be given priority subject to receipt by the Admission Authority of an official letter that declares a relocation date and Unit posting address.

- vi. The child's place of residence is taken to be the parental home. Living in the area does not guarantee you a place at your closest school. In addition, no one school in an area will be overfilled while another school within a three-mile radius has places.

4.2. Tie Break

If there is an equal tie and two pupils cannot be distinguished, then the final determination will be made by drawing lots.

4.3. Home Address

Where parents live at different addresses, the address to be used will be the parental address where the child spends most of the time. This will be taken to be the address that is on the application form.

If a court order is in force specifying where the child lives or with a named person then this will be the address 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 exceptional circumstances the school will consider a request by the Local Authority to exceed the Admission Number. This will be subject to the absolute discretion of the Academy Governing Body, taking advice from the Senior Leadership of the school.

The AN can also be exceeded to comply with the school obligations under the Fair Access Protocol.

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.

In the case of UK Service personnel moving into the area outside the usual admission round an application must be supported by an official letter that declares a relocation date and a Unit postal address or quartering area. This must include accepting a Unit postal address or quartering area address for a service child. This application can then be considered and the Admission Number exceeded.

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 where a parent has not responded to an offer within a reasonable time (i.e. within 20 school days of the expected start date) or where the place has been obtained by false or misleading information, for example an incorrect address or date of birth.

Offers of places may also be withdrawn if they were based on an address and the parents' or carers address changes before the child is admitted.

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. Children from Overseas

Manor High School will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

4.8. 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.

4.9. 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 for Manor High School or other admissions authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Where the Academy Governing Body 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.

Manor High School will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

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 using the LA's 'Notice of Appeal' available on their 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.

Please note that the other policies that are relevant to the Admissions policy are the Equality and Diversity Policy.

Anyone who considers that Manor High School arrangements are unlawful can make an objection to the Schools Adjudicator.

Objections must be referred to the Adjudicator by 30th June in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator: <http://www.education.gov.uk/schoolsadjudicator>