

The Manor Academy Admissions Policy 2015-16

The Manor Academy is an 11-18 comprehensive school with a well established reputation for high standards, innovation and success. The school's mission is to develop students who are "Happy, Confident and Successful". The Manor Academy is the admissions authority and the Guidance and Support Committee of the Governing Body administers the policy on behalf of the the Manor Academy Trust.

The Manor Academy accepts applications for places in Y7 through Nottinghamshire County Council's coordinated scheme, including time lines.

The published admission number for Year 7 is 240, the same as for all other year groups.

Admission oversubscription criteria

In the event of over-subscription, the following criteria will be applied, in priority order, to decide which young people to admit after those children with a statement of special educational needs that names the school have been admitted.

1. Children who are looked after or were previously looked after by a local authority as confirmed by the local authority.
2. Children who live in the catchment area at the closing date for admissions and who, at the time of admission, will have a brother or sister attending the academy.
3. Other children who live in the catchment area at the time of application.
4. Children who live outside the catchment area but who are attending one of the linked primary schools in The Manor family of schools on the closing date for applications preceding admission to secondary school and who will have a brother or sister at The Manor Academy at the time of admission.
5. Children who live outside the catchment area at the time of application and who, at the time of admission, will have a brother or sister attending The Manor Academy.
6. Children who live outside the catchment area but who are attending one of the linked primary schools in in the The Manor family of schools on the closing date for applications to secondary school
7. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the Academy as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the

main administrative building of the Academy. Proof of residence may be required from parent/career with parental responsibility. Distance will be measured using Ordinance Survey map. In the event of distances being equal lots will be drawn and independently verified and offer the place to the winner.

Multiple births

When one child of a multiple birth can be admitted, the other child/children will also be offered a place.

In-Year Admissions

The school participates in Nottinghamshire County Council's in-year coordinated scheme. If a place is available the child will be admitted. If a place is not available in the year group for which a student applies the application will be refused and the parent given the right of appeal. The academy operates a waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received. Nottinghamshire County Council will be notified a place has become available through the admissions team.

Fair Access Protocol

The school participates in Nottinghamshire County Council's Fair Access Protocol.

Late applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required.

Acceptance of an offer of a place

The Local Authority requires acceptance from parents within 14 days of an offer being made. If confirmation is not received within four weeks, the school will notify Nottinghamshire County Council that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

Waiting list

If, after the offer of places has been made, the academy is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the academy in partnership with Nottinghamshire County Council for the duration of the co-ordinated admissions

scheme. Your position on this waiting list will be determined by the academy's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the academy. The waiting list will be maintained for the remainder of the current academic year.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be addressed to the Clerk to the Governors c/o the academy within twenty school days of refusal.

Coordinated admission scheme

All applications for places in the normal year of entry are made on the common application form. Please see www.nottinghamshire.gov.uk Applying for a school place.

Admission to the sixth form including admission number for those admitted for the first time

The maximum number of places available in The Manor Academy Sixth Form is 248. The PAN is 10 for each of the year groups.

Our policy is to ensure that students accepted into the Sixth Form can be placed on appropriate courses where they are likely to succeed. To facilitate this, all applicants will have a meeting with an Academy member of staff to discuss the most suitable courses of study. This meeting does not form part of the admission process.

Those seeking admission to the Sixth Form and following Level 3 courses will be expected to have:

- A minimum of 5A*-C GCSE grades or equivalent including English and mathematics
- A high GCSE grade, preferably a grade B or above, in each of the preferred courses

Acceptance onto certain courses will depend on a combination of level 2 qualifications. Meeting the requirements of any course does not automatically guarantee that applicants will be offered places on the preferred choices.

For Level 1 or Level 2 courses, applicants will be expected to have:

- A minimum of 5D-G GCSE grades or equivalent

- The specific entry requirements for each of the preferred courses (these will be stated in the Sixth Form Brochure).

Over subscription for Sixth Form

Where the number of applications for admission exceeds the number of places, the following criteria will be applied in the order set out below, to decide which students to admit, after those children with a statement of special educational needs that names the school have been admitted:

1. Students who are looked after or were previously looked after by a local authority as confirmed by the local authority.
2. Students who already attend the academy and meet the entry requirements
3. Other students

In the event of oversubscription, priority will be given to those living nearest the academy. Distance measurements to be made 'as the crow flies' from the front gate of the student's registered home address to the reception office of the Academy. Distance will be measured using Ordnance Survey map. In the event of distances being equal lots will be drawn and independently verified and offer the place to the winner. Proof of residence may be required by the Governors from parent/career with parental responsibility.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of intentionally inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

Definitions:

Residence

This is defined as the child's ordinary place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.

Looked after and previously looked after Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order 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)

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Brother and sister

The governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Catchment area

Details of the Academy's defined catchment area can be obtained from the Academy.

The linked primary schools in The Manor Family of Schools are:

Northfield Primary and Nursery School

St Edmunds Church of England Primary School

Leas Park Junior School

Robin Hood Primary and Nursery School

Peafield Lane Academy