**The Manor Academy Admissions Policy 2019-2020**

The Manor Academy is an 11-18 comprehensive school. The Manor Academy is the admissions authority and the Local Governing Body administers the policy on behalf of the Manor Academy which is part of the Two Counties Trust.

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

Applications should be made in the first instance to the applicant’s “home LA”, in line with the School Admissions Code 2014.

The Manor Academy will consider all applications for places. The published admission number for Year 7 is 260.

**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 need or education, health and care plan (EHCP) that names the Manor Academy 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 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 the Nottinghamshire County Council mileage calculation. 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 if 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 College is 220. The PAN is 110 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 Manor College 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

Ordinance 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.

**Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances. Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council’s school admissions team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, the child’s medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

**Transfer to junior and secondary school**

Where a child has been educated out of the normal age group it is the parent’s responsibility to again request admission out of the normal age group when they transfer to junior secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child’s best interests, and will need to bear in mind the age group the child has been educated in up to that point.

**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 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are 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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. 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

The Bramble Academy

Peafield Lane Academy