



Manor Academy

The Manor Academy Admissions Policy 2020-2021

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. Within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by

Ordnance Survey) to the child's home using the local authority's computerised distance measuring software. 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. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

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 Published Admission number for Year 12 and Year 13. The PAN for external candidates is 30.

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 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.

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 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 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