

Note: This section of the Admissions Policy explains how The Two Counties Trust Admissions policy applies in Manor Academy, including how admissions are prioritised.

1. Introduction to the academy

At Manor Academy we have high expectations of every member of the school community so that we can 'inspire success' in every student. You can expect your child to be nurtured, supported and challenged so that they excel academically and socially. We expect all students to share these high standards and to do their best every day. We recognise that each child is an individual and aim to personalise learning so that all pupils thrive and achieve their full potential. We aim to develop resilient, hard-working, and respectful citizens who will be ready for the next stage of their education and who can confidently and successfully take their place in the world.

Working with you as a parent will be vital to your child's success; we hope this is the start of a successful partnership and we look forward to welcoming you and your family to our school.

2. Planned Admission Number

- **The Planned Admission Number (PAN) in this academy is: 240**

3. Criteria for prioritising admissions in Manor Academy

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available:

- Looked after children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
- Children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage
- Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school.
- Children who live outside the catchment area, but who are attending a linked primary phase school (see list at the end, point 8) on the closing date for secondary applications and who will have a brother or sister at Manor Academy at the time of admission.
- Children who live outside the catchment area but who are attending a linked primary schools in the Manor family of schools on the closing date for secondary applications.
- Children who live outside the catchment area and who, at the time of admission, will have a brother or sister at Manor Academy.
- Other children who live in the catchment area at the closing date for applications.
- Other children who live outside the catchment area.

Children with Education, Health and Care Plans (EHCP) have a different admission process. If a child has an EHCP or parents are in the assessment process, it is important to have a discussion with the Headteacher about what to do next. There is more information in Part 1 of this policy.

In the event of that there are more applications than places available, Manor Academy may need to ask for proof of the following when applying the criteria for prioritising admissions:



- Address
- Child's date of birth
- Copy of an adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s) he was looked after immediately prior to that order being made.

4. Significant Change of Circumstances

If a change of circumstances takes place after the closing date for applications but before all places have been allocated, then the change of circumstances will be taken into account within the allocation process.

If a change of circumstances takes place after all places at the school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria.

5. Appeals

When an application for a place at this school is unsuccessful, information about appealing the decision can be found here:

<https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision>

6. Sixth Form

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).

6.1 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:

- Students who are looked after or were previously looked after by a local authority as confirmed by the local authority.
- 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 from parent/career with parental responsibility.



7. Definitions

7.1 Looked After Children

The School Admissions Code 2014 states that 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 arrangements 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).

7.2 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, ie, 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.

7.3 Sibling (Brother and Sister)

This is defined 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.

7.4 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.

7.5 Catchment Area Details

For the local authority where you reside are detailed in the below links or by visiting the residing authority websites.

www.nottinghamshire.gov.uk/schoolcatchments,

www.derbyshire.gov.uk/education/schools/school-places/secondary-admissions/parents-guide/how-to-apply/find-your-nearest-school/find-your-nearest-school.aspx

7.6 Distance

In the event of over-subscription within any criterion, preference will be given to children who live nearest. Distance will be measured using the residing Local Authority distance calculation software.

Nottinghamshire

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 Nottinghamshire County Council's computerised distance measuring software.

<https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>



8. Linked Primary Schools

Northfield Primary and Nursery School

St Edmunds Church of England Primary School

Leas Park Junior School

The Bramble Academy

Peafield Lane Academy

9. General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

10. Document Management

Review Cycle:	Annually
Date of issue:	February 2021
Next review due:	September 2021
Policy owner (job title):	Governance & Compliance Officer
Approver:	The Two Counties Trust Board
Equality Analysis complete:	February 2021

