



MANOR
ACADEMY

THE TWO COUNTIES TRUST ADMISSION POLICY: THE MANOR ACADEMY 2025-2026

Date of approval: 26/02/2024



The Two Counties Trust is a family of schools with a shared ethos, common values and collective goals. The Trust has a clear mission which is to transform the lives of our students and to release their potential through excellent education and the opportunity to acquire new skills. All schools within the Trust are united in their vision to rapidly improve the learning experience of their students and raise the aspirations of the local communities which they serve. The admission arrangements for our schools reflect their own local communities and their distinctive and individual school ethos.

This policy has been written in accordance with the DfE's Schools Admission Code (September 2021).

The Two Counties Trust is the Admissions Authority for all schools within the Trust, who have determined that all admissions for entry into 2025/2026 will be co-ordinated through the Local Authority's co-ordinated admission arrangements.

1. Application Process

Parents/Carers of Year 6 children should apply for a place within one of our schools either online via the home Local Authority's website or on the home Local Authority's Common Application Form (CAF), which must be completed and returned by 31 October to be considered as an on-time application.

All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved oversubscription criteria for each school. All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. If an application is late due to exceptional circumstances a request can be made to the Trust to take those circumstances into account.

It is the legal responsibility for the Local Authority where the child resides to co-ordinate this process.

Derbyshire residents should apply through:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

Nottinghamshire residents should apply through:

<https://www.nottinghamshire.gov.uk/education/school-admissions>

Residents outside of Derbyshire and Nottinghamshire should apply for a place through their own Local Authority.

2. Exceptional Circumstances

If a change of circumstances takes place after the closing date for applications, but before all places have been ranked and allocated by the Local Authority, the exceptional circumstances may be taken into account during the allocation process. Evidence is required to support any request to consider any request to consider exceptional circumstances.

The Trust, as Admission Authority, will decide if the change of circumstances is 'exceptional'.

3. Decisions

All decisions about admissions will be made using this policy and relevant oversubscription criteria for each school.

All offers for normal admission round Year 7 places will be made on National Offer Day 1st March, or the next working day by the home Local Authority.

All offers for in-year places will be made within ten school days of application.

4. Oversubscription

Children who have an Education, Health and Care Plan which names the academy will automatically be offered a place.

If your child has an education, health and care plan, different arrangements apply and you should contact your home Local Authority.

Priority is given to Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The academy may request sight of the adoption order, child arrangements order or special guardianship order together with a letter from the Local Authority that last looked after the child, confirming that they were looked after immediately prior to the order being made.

Other applications are then ranked in order following the academy's determined admission criteria, which is detailed in the 'oversubscription criteria' section in Appendix 1. Please note a place cannot be guaranteed for any child, even those living in an academy's normal catchment area.

5. Catchment Areas

Catchment area details are detailed in the links below or by visiting the residing authority websites.

www.nottinghamshire.gov.uk/schoolcatchments

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

A map of our catchment area can be found on our school's website.

<https://www.manor.ttct.co.uk/information/admissions/>

6. Waiting Lists

In the event of oversubscription, the academy will operate a waiting list for all year groups. A child's place on the list will be determined by the admissions criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

7. In-Year Admissions

All applications made outside of the normal year of entry should be made directly to the academy. If a place is available in the appropriate year group, then that will be offered. If no place is available, the application will be refused and a right of appeal offered.

8. Independent Admission Appeals

Parents who have been refused a place at the academy have the right to appeal this decision to an independent panel. Parents wishing to appeal should complete the appeal form, which can be found on the academy's website.

<https://www.manor.ttct.co.uk/information/admissions/>

Appeals will be held in line with the DfE's School Admission Appeals Code (October 2022).

9. Withdrawing an Offer or a Place

The academy will not withdraw an offer of a place unless it has been offered in error, a parent/carer has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Following an in-year offer of a place, the admission authority requires acceptance from parents/carers within 10 school days of the offer being made.

Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

No school within the Trust will withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account. Each case will be considered individually and it may be considered appropriate to withdraw the place if the child has been at the school for less than one term.

10. Admission of Children outside of their Normal Age Range

Parents may seek a place for their child outside of their normal age group. The academy anticipates that children will only be educated outside of their normal age group in very exceptional circumstances, for example where the student has missed education due to ill health. As the Admission Authority, we will make decisions on the basis of the circumstances of each case and in the best interests of the child. This will include taking into account the parent/carer's views, information about the child's academic, social and emotional development and where relevant, the views of a medical professional. When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out.



To request a delayed entry, parents are requested to make an application for their child's normal age group at the usual time in accordance with this policy and at the same time submit a request for admission out of the normal age group. Further information about this process will be provided to parents upon their request for admission outside of the normal age group.

11. Tie Breaker

In the event that there are two applications which cannot otherwise be separated, the allocation of a place will be by lot when names will be drawn from a hat by an independent person. This process will be independently verified.

12. Fair Access Protocol

All Two Counties Trust academies participate in their Local Authority's Fair Access Protocol.

13. Second Appeals

Ordinarily only one appeal may be made for an academy per academic year. In exceptional circumstances, and at its sole discretion, the Trust may allow a further appeal to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The Trust will determine if the circumstances meet the threshold for a second application.

14. Definitions

Looked After Child

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) 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 arrangement order or special guardianship order). Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

[*State Care - a child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.] (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.

Brother or sister

The term "brother or sister" includes half brother or sister, stepbrother or sister or legally adopted child being regarded as the brother or sister living at the same home address.

Residence

For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency, they must prioritise one address over the other, or risk the application not being processed.

The Trust may request evidence of the home address and the Trust will determine on the evidence produced if this evidence is sufficient to support the application.

Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and/or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

For children of UK service personnel (UK Armed Forces) and Crown Servants, a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.

Measurement of Distance

Derbyshire:

The Children's Services Department has a Geographic Information System (GIS) to measure the straight-line distance. It is measured by a standard straight-line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the nearest gate or entrance.

- Frederick Gent-one gate plotted
- Friesland-two gates plotted
- Heritage High- one gate plotted
- Springwell-two gates plotted
- Swanwick Hall-three gates plotted
- Wilsthorpe-three gates plotted

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. In the event of two distances being equal, the County Council will measure to the next decimal point.

At the time of admission

A brother or sister (as defined in point ii) who will be in Year 7 - 11 at the time of admission.

15. Post Sixteen and Sixth Form Admissions

Academies have delegated control of their own sixth form admissions. For more information, please see the details set out in the Academy specific information below.

An admission number for 6th form must be set if external candidates are to be considered. The admission number must relate only to those being admitted to the school for the first time. It is acceptable to exceed this if demand for available courses can be met. Applications should be submitted direct to the academy and not to the Local Authority or Trust.

Young people already on roll in the academy should apply directly through the academy for a place in the 6th form.

Any applicant refused a place has the right to appeal to an independent appeal panel.

16. Published Admission Number (PAN)

The PANs for entry into 2025 in our academies for Year 7 are:

Ashfield School	405
Frederick Gent School	180
Friesland School	225
Heritage High School	200
Manor Academy	240



Selston High School	180
Springwell Community College	180
Swanwick Hall School	213
Wilsthorpe School	210

17. Link / Feeder Primary Schools

Ashfield School	<p>The West Park Academy</p> <p>Kirkby Woodhouse School</p> <p>Woodland View Primary School</p> <p>Mapplewells School</p> <p>Orchard School</p> <p>Greenwood Primary School</p>
Frederick Gent School	<p>Glebe Juniors</p> <p>Kirkstead Juniors</p> <p>Leys Primary School</p>
Friesland School	<p>Ashbrook School</p> <p>Cloudside Academy</p> <p>Draycott Community Primary</p> <p>Firfield Primary School</p> <p>Longmoor Primary School</p> <p>Risley Lower Grammar Church of England (VC) Primary School</p> <p>Trowell CofE Primary School</p>
Heritage High School	<p>Barlborough Primary School</p> <p>Clowne Junior School</p> <p>Creswell Junior School</p> <p>Hodthorpe Primary School</p> <p>Whitwell Primary School</p>



Manor Academy

Northfield Primary and Nursery School
 St Edmunds Church of England Primary School
 Leas Park Junior School
 The Bramble Academy
 Peafield Lane Academy
 Farmilio Primary School

Selston High School

Bagthorpe Primary School
 Brinsley Primary School
 Holly Hill Primary and Nursery School
 Jacksdale Primary and Nursery School
 Underwood Church of England and Primary School

Springwell Community College

Brimington Junior School
 Hollingwood Primary School
 Inkersall Primary School
 Staveley Junior School
 St Joseph's Catholic and CofE Primary School
 Barrow Hill Primary School
 Norbriggs Primary School
 Woodthorpe Primary School
 Poolsbrook Primary School

Swanwick Hall School

Swanwick Primary School
 Riddings Junior School
 Somerlea Park Junior School
 Heage Primary School
 Ironville & Codnor Park Primary School

Wilsthorpe School

Harrington Junior School
 Longmoor Primary School
 Grange Primary School
 Firfield Primary School
 Draycott Primary School



18. Oversubscription Criteria Year 7 - 11 for The Manor Academy

- Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 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 admissions and who, at the time of admission, will have a brother or sister attending the academy.
- Other children who live in the catchment area at the time of application.
- 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.
- 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.
- 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 to secondary school.
- 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 academy as the crow flies (by straight line).

19. Admission to the Sixth Form including admission number for those admitted for the first time

The maximum number of places available in the Sixth Form 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.

Our entry requirements are generic and indicative only. The sixth form is committed to recruiting with integrity. IAG is provided at all stages and takes into account a range of factors including GCSE score, predicted grade, actual grade and other factors.

The Sixth Form reserves the right to refuse admission to a course in some cases, even where the generic requirements are met. This is in the interests of student success.

16-19 Study Programme Requirements All our Post 16 pathways are designed to provide structure and a challenging personalised learning programme. Every student in Years 12 and will study academic or vocational qualifications that are linked to their future plans. Students who embark on a study programme who do not yet have a grade 4 or higher in Mathematics or English will be required to work towards the achievement of these qualifications as part of their programme.

The pathways that students follow will maximise progression opportunities onto the next stage of their education, employment or apprenticeship.

There are 4 pathways available in Key Stage 5:

- Kirklington - a mixture of Diplomas and BTEC courses - minimum grade requirements are an average grade of a 4 including English and Maths at least at grade 4.
- Athesley - A mixture of A levels - Grade requirements: - Average grade of a 5 including English and Maths at least grade 5. (The specific entry requirements for each of the preferred courses (these will be stated in the Manor College Brochure).
- Wolfhunt - A mixture of A levels aimed at students who are applying for Russell Group Universities. Grade requirements: - Average grade of a 7.
- G3A - collaboration with a football academy - studying BTEC sport (2 A-level equivalent plus one other option from the other pathways)

20. 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 an Education, Health Care Plan (EHCP) that names the academy have been admitted, students who already attend the academy and meet the entry requirements will be offered a place.
- Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 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 Admission Authority from parent/carer with parental responsibility.