



MANOR
ACADEMY

Admissions Policy

Appendix 2027-2028

Date of issue: 11/12/2025



Introduction

This appendix should read in conjunction with the overarching Admissions Policy for The Two Counties Trust. The document sets out the localised information for admissions for Manor Academy.

Published Admission Numbers

The Published admission numbers for intake in year 7 are 240.

For Sixth Form this is 30 external places with a total of 220 students in Year 12 and 13.

Oversubscription Criteria Year 7 - 11 for Manor Academy

1. 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.
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Children living in the normal area served by the school at the time of application and admission.
4. Children who live outside the catchment area, but who are attending one of the linked primary schools in Ashfield School's family of schools on the closing date for applications preceding admission to secondary school and who will have a brother or sister at Manor Academy at the time of admission.
5. Children not living in the normal area served by the school, but who have brothers or sisters attending the school at the time of application and admission.
6. Children who live outside the catchment area, but who are attending a linked primary phase school on the closing date for secondary applications.
7. Other children whose parents/carers have requested a place.

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.

Entry Requirements

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)
- Information on entry requirements and courses available are accessible on the website at [Guide - The Manor College](#)

Application Process

Internal Applicants: Internal students already studying at the school who meet the academic criteria of the policy will be offered a place, subject to the published admission number.

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.

You will be invited to attend the school to discuss your choices and potential options to enable you to succeed with your chosen pathway.

Vocational: A meeting will be held to assess course suitability.

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.

Timetable for Application and Admission:

- Students attend Open Evening - October
- Suitability meetings and Tours for external applicants October - July
- Application form deadline for students - January
- Suitability meetings for students - January
- Meetings for students who require further advice / guidance February-March
- Offer letters sent - March
- Induction Event/Taster Day - July
- Publication of GCSE results - August
- Post 16 Centre agrees enrolment/refuses admission - August/September
- For further information contact: Ellie Slack on [01623 425100](tel:01623425100) (main reception) ext. 236 (Manor College)

Catchment Areas

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



www.nottinghamshire.gov.uk/schoolcatchments

<https://www.derbyshire.gov.uk/education/schools/school-places/normal-area-school-search/find-your-normal-area-school.aspx>

Measurement of Distance

Nottinghamshire:

Distances are measured from the main administrative point at the school campus to an address point using google maps to the child's home. In the event of two distances being equal, the County Council will measure to the next decimal point. Catchment areas can be reviewed via the Local Authority [School Details | Nottingham County Council](#)

This is also the measurement used for in-year admissions in Nottinghamshire.

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

This is also the measurement used for in-year admissions in Derbyshire.

These are also the measurements used for in-year admissions in Nottinghamshire.

At the time of admission

A brother or sister (as defined in point 2) who will be in Year 7 - 11 at the time of admission.

Link/Feeder Primary Schools

Manor Academy

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

General Data Protection Regulation

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

