



Manor School Key Stage 5 Admission Criteria

Key Manager	CEO
Ratified by Trust Board	7 December 2022
Review Dates:	Autumn 2023
Location of Policy:	Trust wide
Earliest Admission date this policy applies to	September 2024
Date of next consultation on this Policy	Autumn 2028
Access to Policy:	Open
Policy Context:	This Policy applies to all staff of the Trust and to those others offered access to such resources.

Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
03/02/2020	General review and tidy up of policy to ensure Trust uniformity	All sections in line with DfE Admissions guidance	CEO with Trust Solicitors	Trust Board
Autumn 2020	Annual review of policy. Changes to Policy to make uniform across the Trust - public consultation 9 November - 18 December 2020	Limit to external number. AtL removed from criteria. SPAG amended		
Autumn 2021	Annual review; changes throughout the policy changing Manor School Sports College to Manor School 6th Form. Removal of all references that the school is a specialist Sports College. Public consultation runs 8 November - 19 December 2021		Governance Manager	Trust Board

Autumn 2022	Annual review		Trust Board clerk	Trust Board
Autumn 2023				

1. General Principles

Manor School 6th Form is an 11 – 19 mixed comprehensive school and the only secondary school in the town of Raunds.

Manor School 6th Form is a member of the Nene Education Trust (**NET**). As the **Admission Authority** (the body responsible for determining its school's admission arrangements) NET is committed to ensuring that admissions to Manor School 6th Form are managed in accordance with the School Admission Code (September 2021), compliance with which is required by virtue of NET's Funding Agreement with the Secretary of State for Education.

Manor School 6th Form will admit students (and have their 17th birthday between 1st September 2023 and 31st August 2024) in line with the entrance criteria as set out at point 5 (on page 4)". Additionally, admission to our school is not dependent on any 'voluntary' contribution.

A main principle of admission to Manor School 6th Form is to maintain the character of the school. This ethos celebrates our position as a community school with a broad and balanced curriculum providing for the needs of young persons within the 16 – 19 age range, who live in Raunds and the surrounding villages of Stanwick, Ringstead, Hargrave and Chelveston.

Manor School 6th Form encourages Sixth Form applications from students currently in Year 11 as well as students from other schools.

2. Definitions

Distance tiebreaker and measurements means the process we use if more than one student has an equal right to a place after applying the school's oversubscription admission criteria. Unless otherwise stated, distances are measured from the **Home Address** point of the student to the address point of Manor School 6th Form on a straight-line basis. The address point for a property does not change.

Education, Health and Care (EHC) Plan means an Education, Health and Care (EHC) Places will be first allocated to Pupils who have an EHCP which names the School as an appropriate provision.

Home Address means the address a Student is living at on the closing date for applications which is the permanent residence of the Student. This address must be the Student's only or main residence, which is:

- Owned by a Student's parent, parents or carer/guardian; or
- Leased to or rented by a Student's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives. Written proof of ownership or a rental agreement and proof of actual permanent residence at the property may be required.

Home Address does not include:

- An intended future address, unless house moves have been confirmed through the exchange of contracts with a set completion date, or the signing of a formal lease agreement. An intended future address will not be counted as a Home Address after the closing date for applications.
- The address of any second home – checks will be made on which address is the main home.

- Any address to which only part of a family moves, unless this was as a result of a divorce or permanent separation arrangement. Proof will be required of such an arrangement.
- An address used for childcare arrangements.

For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, we will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address.

In-year application means any application for a sixth form place during the School Year.

Parent refers to both individual parents as well as those with parental responsibility for a Student, e.g. carers/guardians.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

Previously looked after children includes 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. 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.

School Year means the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

Sibling A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

Statement of Special Educational Needs (SEN) means a document which sets out a Student's Special Educational Needs and any additional help that the Student should receive. The aim of the Statement is to make sure that the Student gets the right support to enable them to make progress in school.

3. Aims of this Policy

NET is an inclusive Multi-Academy Trust. This means that we aim to:

- provide a caring and secure environment in which tolerance, understanding and respect for others are fostered
- help all individuals regardless of their race, gender or disability to acquire the skills and knowledge needed to achieve their full potential in a rapidly changing world
- develop understanding of, and respect for, a wide range of religious values, languages and cultural traditions and different ways of life, including an emphasis on British values
- encourage an enjoyment of life-long learning
- encourage positive parental and community involvement
- promote healthy lifestyles
- provide a curriculum that is stimulating, broad, balanced, innovative and creative
- celebrate achievement

Our Admissions Policy therefore aims to ensure that children from all backgrounds and abilities are able to apply for a place at our schools, including Manor School 6th Form.

4. Purpose of the Policy

This policy explains:

- how to apply for a Sixth Form place at Manor School 6th Form;
- Manor School 6th Form arrangements for allocating places to Students and, in particular, how places will be allocated if the Sixth Form is over-subscribed; and
- how to appeal against a decision not to offer a Student a Sixth Form place.

5. Entrance Criteria

To begin a programme of Level 3 (AS/A) study, students require a minimum of five GCSEs at grade 4-9, preferably including English and mathematics; and

Some courses may have their own entrance criteria in order to study the course. This is published in the prospectus and will be discussed with prospective students as part of the application process.

In exceptional circumstances, the Sixth Form Leadership team may consider applications from students who do not meet the minimum requirements. These considerations will take into account the courses applied for and number /availability of resits required. Students who do not meet the minimum requirements may not be offered a place to study the courses originally applied for and Manor School 6th Form reserves the right to refuse entry to students who do not meet the minimum requirements. Student who do not achieve the minimum standards in GCSE English and maths but are accepted on to programmes of study will be required to re-sit these subjects.

6. Eligibility

All students who attend Manor School in Year 11 and who meet the entrance criteria and are suitable for the courses applied for will be entitled to a place in Sixth Form.

Following the allocation of places to students who are currently attending Manor School in Year 11 or who have an **EHCP** or **SEN**, which names the school as appropriate provision, priority will be given to external applicants in the following order:

1. Looked After Children and all previously looked after children;
2. Students who have a sibling continuing at the school at the time of admission; and
3. Students where a curriculum offer is available that meets their learning needs.

If the external admission number is exceeded in any of these criteria, priority will be given to those who live nearest to Manor School 6th Form. In the event of a tie-break, the **Distance tie-break** (see above) will be applied.

The PAN for external number of students being admitted into Manor School 6th Form is 40 students.

7. Application Process

- All current students must complete an **Internal Application Form**, is available from the Sixth Form office.
- External students (students at other schools) must complete a separate **External Application Form**, is located on the school website.
- Internal and External Application Forms must be received by the Sixth Form Administrator by the designated date.
- All information relating to subject criteria is contained within the Sixth Form Prospectus, a copy of which can be obtained via the school website.
- Details of a Sixth Form Information Evening is held each year for admission in the following September. All potential applicants are encouraged to this meeting.
- Internal applicants will receive regular guidance prior to choosing their subjects. External applicants have a guidance meeting with a member of staff after receipt of their application.
- Once external applications have been received, references will be sent by the school for the external applicant. The purpose of the reference is to ensure all of the potential applicants needs are identified and meet on entry.
- Manor School Sixth Form aims to inform applicants on whether they have been successful in gaining a provision offer by the end of Term 5.
- For successful External Applicants, a formal written acceptance of the offer will be required by the date indicated in the offer letter. Should a student fail accept the offer by this date Manor School 6th Form reserves the right to withdraw the offer of a place in the Sixth Form.
- In year admissions will be considered on a case by case basis.

8. Appeals Process

If an applicant is refused a place, there is a right of appeal to the Board of Directors. Applicants wishing to appeal should do so to the Secretary to the Board at the school. Should an appeal be turned down by the Board of Directors applicants have a right of appeal to an independent appeals panel administered by the Local Authority.