

Manor School - ADMISSIONS POLICY

Key Manager	CEO
Ratified by trust Board	13 December 2023
Review Dates:	Autumn 2024
Location of Policy:	Trust wide
Earliest Admission date this policy applies to	September 2025
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
10/12/2019	Total Re-write of policy including changes to PAN, consulted with NNC October 2019	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	DfE guidance included Fraudulent and misleading applications. Conflicting applications	Governance Manager	Trust Board
Autumn 2021	Annual review; changes throughout the policy changing Manor School Sports College to Manor School. 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	Annual review		Board Clerk	Trust Board
Autumn 2024				

1. General Principles

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

Manor School 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 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.

This policy is also based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

A main principle of admission to Manor School 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 11 – 19 age range, who live in Raunds and the surrounding areas defined below. We have strong curriculum and links with local Primary Schools and give priority to applications from children who attend them. However, there is no guarantee of a place for children living in our **Priority Admission Area** or attending a **Linked Feeder School**. Where possible, we will endeavour to provide places for students who live outside the Priority Admission Area and who do not attend a named Linked Feeder School but whose parents wish them to attend the Manor School.

2. Aims of the 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.

3. Purpose of the Policy

This policy explains:

- how to apply for a place at Manor School;
- the school's arrangements for allocating places to pupils and, in particular, how places will be allocated if the school is over-subscribed; and
- how to appeal against a decision not to offer your child a place.

4. Definitions

Academic 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.

Age range means the ages of children who attend the school i.e. 11-19 years of age

Appeal Panel means an independent panel which hears appeals relating to school admissions decisions.

Closest School means Pupils who live closer to Manor School than any other school with an equivalent year group.

Distance tiebreaker and measurements means the process we use if more than one child has an equal right to a place after applying the school's oversubscription admission criteria. Unless otherwise stated, distances are measured from the address point of the child to the address point of the school 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 your child is living at on the closing date for applications which is the permanent residence of the child. This address must be your child's only or main residence, which is:

- Owned by a child's parent, parents or carer/guardian; or
- Leased to or rented by a child'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 your 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 applications means any application for a school place during the school year and/or an application for admission to a school at the start of the school year for any age group other than the normal year of entry. The normal year for entry to Manor School is Year 7.

Late application means any application form we receive after the closing date.

Linked Feeder Schools means:

- Windmill Primary School, Windmill Lane, Raunds, NN9 6LA

- St Peter’s Church of England Academy, Mountbatten Way, Raunds, NN9 6PA
- Ringstead Church of England Primary School, Church Street, Ringstead, NN14 4DH
- Stanwick Primary School, Church Street, Stanwick, NN9 6PS

Trust Primary Schools means:

- Newton Road School, Newton Road, Rushden, NN10 0HH
- Woodford C of E Primary School, High Street, Woodford, NN14 4HF
- Redwell Primary School, Barwell Road, Wellingborough, NN8 5LQ

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

Priority Admission Area means the town of Raunds and the following villages:

- Stanwick
- Ringstead
- Hargrave
- Chelveston

Please note that the Local Authority does not provide transport from Chelveston to Manor School.

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.

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.

Education, Health and Care Plan (EHCP) means a document which sets out a child's Special Educational Needs and any additional help that the child should receive. The aim of the EHCP is to make sure that the child gets the right support to enable them to make progress in school.

5. Applications

Full details of the application process are available from the North Northamptonshire Council website at <https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/secondary-school-places/Pages/default.aspx>

All parents seeking a place at the school must ensure they have submitted their home local authority's common application form (CAF) by 31 October 2024. Parents of children living in the North Northamptonshire Council area will need to apply using NNC's CAF via their website. NNC co-ordinate the application process and will issue an offer of a school place on "National Offer Day (1 March or the next working day)." in accordance with our admission criteria. If you are unable to access the CAF via the internet, you may obtain a paper form your home local authority's school admissions team. Parents of children living in the North Northamptonshire Council area requiring a paper application form should email Admissions.NCC@northnorthants.gov." Your completed CAF should be returned to your home local authority and not Manor School.

NOTE: Children with an EHC Plan do not apply using the CAF. The EHC Team will contact you to seek your school preference. Further information on this process can be obtained from the EHC Team.

6. Allocation of Places

Manor School's **Published Admission Number (PAN)** for 2025 will be 180.

Pupils who have an **Education, Health and Care Plan (EHCP)** which names Manor School as appropriate provision will be allocated a place in the Normal Admissions Round. This will reduce the PAN accordingly. If fewer children than the remaining PAN apply for a year 7 place at Manor School, all of the children who apply will be given a place.

If more children than the remaining PAN apply, NET will use its **Oversubscription Admission Criteria** to decide which of these children will be offered a place.

All on-time applicants will be notified of their school offer by NNC on 01 March or the next working day (**National Offer Day**) by email or post, depending upon whether the application was submitted on-line or on paper.

Oversubscription Criteria

Following the allocation of places to pupils who have an Education, Health and Care Plan (EHCP) which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

- a) **Looked After Children and Previously Looked After Children;**
- b) Children residing in the **Priority Admission Area;**
- c) Children attending **Linked Feeder Schools** within the **Priority Admission Area.**
- d) Children attending our **Trust Primary Schools.**
- e) Children with a sibling at the school who is expected to remain on roll at the time of admission
- f) Children of teaching/non-teaching staff where that 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 the member of staff is recruited to fill a vacant post for which there is a demonstrative skill shortage in the area. This also includes children of staff partners who must be living with the staff member.
- g) Other children who live outside the designated Priority Admission Area.

Distance Tiebreaker

If the admission number is exceeded within any criterion priority will be given to those who live closest to the school.

Unless otherwise stated, distances are measured from the **Address Point** of a child's **Home Address** to the Address Point of Manor School on a straight-line basis, using a geographical information system. Each address has a unique address point established by the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The Address Point for a property does not change. If two or more applications cannot otherwise be separated (eg flats or two equal distances) and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

Waiting Lists

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists are held for all year groups by the Local Authority. Waiting lists will be cleared at the end of each school term. If parents/carers would like their child's name to remain on the waiting list for the remainder of the academic year, they should inform the School Admissions team at NNC in writing, by the start of each subsequent term (i.e.: during the Christmas and Easter breaks) to renew their interest. When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria which can be found above. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year."

Late Applications

Any application received by NNC after the closing date in October 2024 will be treated as a Late Application and will not be processed until the **Additional Rounds** of allocation, "details of which can be found on the NNC website.

7. Children in multiple birth groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

8. In-year Applications

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry. NNC co-ordinates all In-year admissions for Manor School, therefore you should apply online via NNC website:

[Move school during the school year \(in-year\) | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk)

If you need further information about the application process please visit the NNC website, contact NNC directly at admissions.NNC@northnorthants.gov.uk or call **0300 126 3000** for information about the application process and how allocations are made.

9. Admission out of normal age group

Parents/carers may seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the school in the first instance.

The Academy Trust will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carers 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 the child has previously been educated out of their normal age group;
- whether the child 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.

The Academy Trust will then set out clearly the reasons for their decision about the year group a child should be admitted to, after which an application can then be processed for the year group which has been decided on by the Academy Trust.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

10. Sixth Form Admissions

Our separate Policy on admissions to Sixth Form (Key Stage 5 Criteria) can be found on our website.

11. Appeals

If your child's application for a place at Manor School is unsuccessful, you have the right to appeal to an independent panel, which will be convened by the North Northamptonshire Council Education Appeals Panel. For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the NNC website: [Appeal a school place | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk). Appeals must be lodged before 30 March 2025. There is no deadline for appeals for in-year applications.

12. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

13. Conflicting Applications

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or

- written agreement is provided from both parents indicating which application they have agreed on;
or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

14. Monitoring Arrangements

This Policy will be determined by NET every year. Any changes to the current policy will be consulted on publicly. A public consultation will take place every seventh year, irrespective of whether any changes to the Policy are proposed.