



ADMISSION POLICY

Intake September
2020

Key Manager	Vice Principal (Culture & Welfare)
Key Governor Committee	Board of Directors
Review Dates:	Annually
Location of Policy:	P:\Staff\Policy Documents http://www.manorschool.northants.sch.uk
Access to Policy:	Open
Policy Context:	This Policy applies to all staff and students of the School and to those others offered access to such School resources.

1. General Principles

Manor School Sports College is an 11 – 19 mixed comprehensive school and the only secondary school in the town of Raunds. We are a Specialist Sports College, but do not have any requirement for aptitude from prospective students.

A main principle of admission to Manor School and Sports College is to maintain the character of the school. This ethos celebrates our position as a community school with a broad and balanced curriculum and a significant history as a Specialist Sports College, providing for the needs of young persons within the 11 – 19 age range, who live in Raunds and the surrounding areas defined below. There is no guarantee of a place for children living in our priority admission area (or attending the named feeder schools).

Admission to our school is not dependent on any 'voluntary' contribution.

The school will endeavor to provide places for students who live outside the priority admission area (who do not attend a named feeder school) whose parents wish them to attend the Manor School Sports College.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The admission number for 2020 will be 180.

All parents seeking a place must ensure they have submitted the Local Authority application form by 31 October each year. Students who wish to apply for a place on the Leadership Academy programme must also submit their application form to the school by 31 October each year.

2. Oversubscription

Following the allocation of places to pupils who have a statement of special educational needs or 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:

Children in public care (looked after children) or previously in public care
Children residing in the priority admission area. Our priority admission area is the town of Raunds and the following villages: Stanwick, Ringstead, Hargrave and Chelveston. (Please note that the County Council does not provide transport from Chelveston to Manor School)
Children attending linked feeder schools. Our linked feeder schools within the priority admission area are: Windmill Primary School, St Peters Church of England Academy, Stanwick Primary School and Ringstead Church of England Primary School.
Other children with siblings attending the school at the time of application with a reasonable expectation they will be attending at the start of the new academic year.
Other children who live outside the designated priority admission area.

Distance Tie-breaker

In the event of oversubscription in any category above, priority will be given to those who live closest to the school with distances measured using the NCC's GIS System allocation will be used.

3. Definitions and Details

Our priority admissions area is the town of Raunds and the following villages:

Stanwick
Ringstead
Hargrave Chelveston

Please note that the County Council does not provide transport from Chelveston to Manor School.

Feeder Primary Schools

Within our priority admission area are the following Feeder Primary Schools:

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

We have strong curriculum and sporting links with the above local Primary Schools and give priority to applications from children who attend them.

Sibling

By sibling we mean:

Children living at the same address who have one or both natural parents in common

Children living at the same address who are related by a parent's marriage (including adopted children)

Children living at the same address whose parents are living as partners at this address

We do not include 'cousins' within our definition of sibling

Home Address

The home address of a pupil is considered to be the permanent residence of the child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

Owned by the child's parent, parents or guardian

Leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement.

The school reserves the right to seek further documentary evidence to support your claim of residence. Parents/carers must notify the school of any changes of address during the admissions procedure.

Where a child lives part of the week with one parent and part with another member of the family the '**home address**' will be considered to be the residence where the child spends at least three nights of the school week, each week.

Waiting Lists

The school intends to hold waiting lists for any oversubscribed year group after 1 September. We have to consider admitting any student who is the subject of a 'direction' by the Local Authority or allocated to us according to the local Fair Access Protocol and any such students take precedence over the waiting lists. Parents/carers who wish for their child to be placed on the waiting list should put the request in writing (letter or email). The waiting list will remain active for the remainder of the academic year.

In Year Admissions

Admission for all year groups will be dealt with in accordance with this policy.

6th Form

To begin a programme of Level 3 study students require a minimum of five GCSE grades at grade 4 or above, including English and mathematics. Students also need a good 'Attitude to Learning' score during Year 11. Some courses may additionally

require a particular GCSE grade in their subject. These will be discussed with prospective students as part of the application process.

In exceptional circumstances, the 6th Form leadership 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 Sports College reserves the right to refuse entry to students who do not meet the minimum requirements.

Appeals

If you are not offered a place at Manor School Sports College you have the right to appeal to an independent panel, which will be arranged by the Northamptonshire Education Appeals Panel. You must contact Northamptonshire County Council in the first instance, to complete an online appeal form or request an appeal pack and to view the guidance notes.

All normal secondary school transfer Year 6 into 7 appeals will be convened by 6 July or the first working day afterwards if the 6 July is a weekend. In Year appeals will be convened within 30 days of the appeal being lodged.