



Key Stage 5 Admission Criteria

Key Manager	CEO
Ratified by BT	3 February 2020
Review Dates:	Winter 2020
Location of Policy:	Trust wide
Earliest Admission date this policy applies to	September 2021
Date of next consultation on this Policy	Autumn 2023
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
Winter 2020				

1. General Principles

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

Manor Sports College 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 Sports College are managed in accordance with the School Admission Code (December

2014), compliance with which is required by virtue of NET's Funding Agreement with the Secretary of State for Education.

Manor Sports College is a Specialist Sports College, but we do not have any requirement for sports aptitude from prospective Sixth Form students. Students (who live in Northamptonshire and have their 17th birthday between 1st September 2020 and 31st August 2021) will be admitted 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 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 villages of Stanwick, Ringstead, Hargrave and Chelveston.

Manor School Sports College also encourages Sixth Form applications from students currently in Year 11 as well as students from other schools within a 15 mile radius of Manor School Sports College.

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 Sports College on a straight line basis, using the Ordnance Survey Master Map. The address point for a property does not change.

Education, Health and Care (EHC) Plan means an Education, Health and Care (EHC) Plan which names a school as the 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 Child means a child who is either in the care of the local authority or is being provided with accommodation by a local authority in the exercise of their social services functions at the time of making the application to the school.

Previously Looked After Child means a child who was looked after but ceased to be so because they were adopted (under the Adoption Act 1976 or the Adoption and Children Act 2002) or became subject to a child arrangements order or special guardianship order immediately after having been looked after.

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 means a child who has brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit at the same address, who attends Manor School and Sports College and who is expected to still be on roll at the time of admission. Children residing in the same household as part of an extended family, such as cousins, will not be treated 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 Sports College Sixth Form.

4. Purpose of the Policy

This policy explains:

- how to apply for a Sixth Form place at Manor School Sports College;
- Manor School Sports College's 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) a minimum of five GCSEs at grade 4-9, preferably including English and mathematics; and
- (b) a good 'Attitude to Learning' score during Year 11.

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 Sports College 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 Sports College in Year 11 and who:

- (a) meet the entrance criteria;
- (b) are suitable for the courses applied for; and
- (c) demonstrate commitment to their academic work

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;
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 and future ambitions.

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

The **Admission Number** for External Students is 40.

7. Application Process

- All current students must complete an **Internal Application Form**.
- External students (students at other schools) must complete a separate **External Application Form**.
- 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.
- A **Sixth Form Information Evening** is held in October each year for admission in the following September. All potential applicants are encouraged to attend 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 for.
- Manor School Sports College aims to inform applicants whether or not they have been successful in their application 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 Sports College 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.