

Manor School Sports College - ADMISSIONS POLICY

Key Manager	CEO
Ratified by trust Board	8 February 2021
Review Dates:	Autumn 2021
Location of Policy:	Trust wide
Earliest Admission date this policy applies to	September 2022
Date of next consultation on this Policy	Autumn 2027
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 NCC 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		
Autumn 2021				

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.

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](#).

Manor School Sports College is a Specialist Sports College, but we do not have any requirement for sports aptitude from prospective students. Children who have their 11th birthday between 1st September 2021 and 31st August 2022 will be admitted without reference to academic ability or sports aptitude. Additionally, admission to our school is not dependent on any 'voluntary' contribution.

A main principle of admission to Manor School 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. We have strong curriculum and sporting 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 Sports College.

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 Sports College.

3. Purpose of the Policy

This policy explains:

- how to apply for a place at Manor School Sports College;
- 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 Sports College 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) Plan which names Manor School Sports College as the 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 Sports College is Year 7.

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

Linked Feeder Primary 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

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 County Council does not provide transport from Chelveston to Manor School.

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 arrangement order or special guardianship order immediately after having been looked after.

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 Northamptonshire County Council website at <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/secondary-school-places/Pages/how-to-apply-for-a-secondary-school-place.aspx>

All parents seeking a place must ensure they have submitted Northamptonshire County Council's (**NCC**) **Common Application Form (CAF)** by 31 October 2021. 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 2021. NCC co-ordinate the application process and will issue an offer of a school place on 01 March 2022 in accordance with our admission criteria. If you are unable to access the CAF via the internet, you may obtain a paper form from the Schools Admissions Team on 0300 126 1000. Your completed CAF should be returned to NCC and not Manor School Sports College.

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 Sports College's **Published Admission Number (PAN)** for 2022 will be 180.

Pupils who have an **Education, Health and Care Plan (EHCP)** which names Manor School Sports College 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 Sports College, all of the children who apply will be given a place. However, if an application is made In-Year or Out of Normal Age Group, a place will be allocated even if this means the PAN will be exceeded. 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 NCC on 01 March 2022 (**National Offer Day**) by email or post, depending upon whether the application was submitted on-line or on paper.

9. **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 Primary Schools** within the **Priority Admission Area.**
- D** Children attending our **Trust Primary Schools.**
- E** Children who have a sibling link where one of the conditions in each of A and B are satisfied.
Condition A: i. A brother or sister living at the same address who shares the same parents. ii. A half-brother or half-sister living at the same address, where two children share a common parent. iii. A step-brother or step-sister living at the same address, where two children are related by a parent's marriage. Adopted or fostered children living in the same household. Condition B: For the sibling link to apply, one of the siblings must be registered student at Manor School Sports College at the time of application and is expected to remain on roll at the point of admission.
- F** Children of 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.
- G** Other children who live outside the designated **Priority Admission Area.**

Applicants with twins or multiple births do not have to be allocated their first preference school but do, where possible, have an entitlement for their children to be kept together if they so wish. However, this may not be at their first preference school and may even be at a different school altogether. Please indicate that your child is a twin etc. on your Common Application Form to ensure that we are aware. The school would not automatically allocate two places for twins if this means the PAN will be exceeded

Distance Measurement

As an Admission Authority, NET's policy is to follow the criteria set out by NCC with regard to distance measurement. Unless otherwise stated, distances are measured from the **Address Point** of a child's **Home Address** to the Address Point of Manor School Sports College 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. In the case where multiple applications for the same shared dwelling (e.g. Flats) occurs; a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker.

Distance Tiebreaker

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

Waiting Lists

The school will hold a waiting list if it is oversubscribed on **National Offer Day**. 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.

Late Applications

Any application received by NCC after the closing date in October 2021 will be treated as a Late Application and will not be processed until the **Additional Rounds** of allocation, which are in April, May, June and July 2022.

7. In-year Applications

An In-year admission application is one made outside the normal school start time. It's made, for example, when a family moves house part way through a school year and needs a place at a different school. In-year applications are applications to start school now (or within the next month). NCC coordinates all In-year admissions for Manor School Sports College, therefore you should contact NCC directly for information about the application process and how allocations are made.

8. Sixth Form Admissions

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

9. Appeals

If your child's application for a place at Manor School Sports College is unsuccessful, you have the right to appeal to an independent panel, which will be convened by the Northamptonshire Education Appeals Panel. You should contact NCC in the first instance to complete an on-line appeal form or request an appeal pack and access the guidance notes. Appeals must be lodged before 30 March 2022.

All normal secondary school transfer Year 6 into year 7 appeals will be convened by 18 June 2022 or the first working day afterwards if 18 June 2022 falls on a weekend. In-year admission appeals will be convened within 30 days of the appeal being lodged. No deadline is applicable for appeals for in year applications.

Further information on the appeal process is available from:

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/school-appeals/Pages/default.aspx>

10. 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.

11. 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.

12. 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.