



MANORSIDE  
ACADEMY

# Manorside Academy

## Admissions Policy 2018/19

<b>Policy has been adopted/reviewed by AAC – Spring 2017</b>	
<b>Signed:</b>	<b>Date:</b>
<b>Sarah Rempel, Associate Principal</b>	
<b>Signed:</b>	<b>Date:</b>
<b>Stephen Welch, Chair of AAC</b>	
<b>Next review Spring 2018</b>	

### Change History

<b>Issue No</b>	<b>Description of Change</b>	<b>Date</b>
1	Spring 2017 review and update to reflect current needs	January 17
2		
3		
4		
5		
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**ADMISSIONS POLICY**  
**MANORSIDE ACADEMY, POOLE – 2018/19**

The Published Admission Number for the Academy for the year 2018/19 is:

**60 pupils in Year Reception**

Arrangements for applications for places at the Manorside Academy operate within the Poole agreed scheme for coordinated admission arrangements 2018/19.

<http://www.poole.gov.uk/education-and-learning/school-and-colleges/school-admissions/co-ordinated-admissions-schemes/>

The Academy Trust will consider all applications for places at Manorside Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Manorside Academy to all those who have applied.

**Oversubscription criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of children with Statements of Special Educational Needs or Education, Health and Care Plans where Manorside Academy is named on the statement the criteria will be applied in the order in which they are set out below:

- a) A 'Looked After Child' or who was previously a 'Looked After Child' (as defined by the Admissions Code 2012);
- b) Children whose siblings (see Additional information Note 8) currently attend the school and who will continue to do so on the date of admission;
- c) Children who live within the school's designated catchment area;
- d) All other children not included in paragraphs (a) – (c) above;
- e) If the school is oversubscribed in any of the categories (a) to (d) above, children who live closest to the school will be given priority. The distance is measured by a Geographical Information System used by the local authority and the routes detailed in its published admissions policy for primary schools (see Additional information Note 9). If applicants live at the same address or in the same block of flats the allocation of places will be made by way of drawing lots (See Additional information Note 10).

## **Waiting list**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Manorside Academy receives more applications for places than there are places available, a waiting list will operate until the end of the Autumn term. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out for entry to Reception. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **In-year admissions**

The local authority co-ordinates admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.

Subject to any provisions in the co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available it will offer a place. If more applications are received than there are places available, the oversubscription criteria for Reception will apply. Parents whose application is turned down will be entitled to appeal the decision.

## **Additional information:**

### **Note 1.**

#### **Applications for a place in any year group other than a child's correct age related National Curriculum year group**

Applications for children to be educated outside their normal national curriculum year group will be considered by a specialist panel comprising: The Special Educational Needs Co-ordinator (SENCo), a member of the Academy Advisory Committee and the Associate Principal of the Academy.

Applicants must provide with their application form the following information in support of their request:

1. Clear, documented evidence that to place the child in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
2. Clear evidence that it would not be detrimental to the interests of the child's social and emotional development to be placed in a different year group.
3. Clear evidence that the child has previously been placed in a different year group and this has had positive benefits.

(A child would need to meet Criteria 1 and 2 above in all cases, for agreement of an out of year group admission. The existence of Criterion 3 would serve to strengthen a case.)

### **Note 2.**

#### **In Year Fair Access**

All the admission authorities in Poole have established an In-year Fair Access Protocol. The purpose of the Protocol is to ensure an equitable distribution of in-year admission placements. Cases are considered by a Panel comprising Headteachers and/or their representatives. Decisions of the Panel may mean that the Academy might have to admit children which could result in the Published Admission Number being exceeded.

**Note 3.****In Year Admissions – Looked After Children and Previously Looked After Children**

A Looked After Child or Previously Looked After Child may be admitted to the Academy above the Published Admission number if it is felt by the Academy, in consultation with the local authority that the Academy is the most appropriate placement to meet the needs of the individual child.

**Note 4.****Applications from separated parents**

Only one application can be considered for each child. Where parents are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. If agreement cannot be reached the Academy will only consider the application from the parent who is the prime carer for the child. The prime carer is the parent in whose name Child Benefit payments for the individual child are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the address for the prime carer.

**Note 5.****Applications for children of multiple births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc) if one child can be admitted then the other siblings of the multiple birth will be admitted over the Academy's Published Admission Number.

**Note 6.****Withdrawing an offer of a school place**

The Academy may withdraw the offer of a school place if it is considered that the offer of a place was obtained using fraudulent or intentionally misleading information. The application will then be considered as a late application using the correct information. If a child starts at the school the place will not however be withdrawn.

**Note 7.****Home address**

The Academy will consider that a child lives at the address at which he/she lives during the school week. Where a child lives at more than one address during the school week the Academy will consider the home address as being where the prime carer resides. The "prime carer" is the person in whose name Child Benefit payments for the individual child are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the home address of the prime carer. The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading the Academy may refuse to offer a place or if already offered may withdraw the offer.

**Note 8.****Definition of siblings**

"Sibling" means:

- a full brother or sister who lives with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.

- a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

**Note 9.**

**Distance measurements**

a) The distance from home to school is measured by using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) from the nearest point on the public highway to the centre point of the child's home address (see Note 7 above) to a point opposite the nearest approved access point on school property that is for the use of children. The centre point of the child's home address is the centre of the land parcel that the building resides on. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission, any footpaths or roads added after this time will not be taken into consideration until the next academic year of application.

(b) For applicants living on islands within Poole harbour the distance measurement will be a straight line from the centre point of the home property (see Note 8) to either:

1. the Fish Shambles Steps at Poole Quay, or
2. a point on the mainland that the applicant proves to the satisfaction of the Academy that he/she can access

and from that point the distance will be measured using the shortest, safe and practicable walking route to the nearest point on the public highway and from there using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways to a point opposite the nearest approved access point on school property that is for the use of children.

(c) If an applicant advises the local authority that the child would or could use the Sandbanks Chain Ferry in the journey to school then the distance will be measured on that basis from the home address (see Note 7) in line with Note 9(a) above, including the distance travelled by the ferry

**Note 10.**

**Children of equal priority**

If there are insufficient places to accommodate all applicants and the distance criterion is used, the Academy will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an employee of the Academy who has no involvement in the school admissions process.