



Manor Primary School  
Admissions Policy 2017-2018



## Admissions Policy 2017-2018

Manor Primary School is an Academy and the Governing Body is its own admission authority. The Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend the school. This school will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at <https://www.gov.uk/guidance/academy-admissions>

Manor Primary School is an inclusive school that welcomes children from all backgrounds and abilities. The only restrictions we place on entry is number. If the number of children applying exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have the place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

Manor Primary School has a published admission number (PAN) of **60** in Years 3-6 for 2017/2018

Manor Primary School has a published admission number (PAN) of **90** in Reception and Years 1-2 for 2017/2018 and the years thereafter.

### How parents can apply to be admitted to Manor Primary School

#### Reception Admissions

The admissions arrangements outlined in this section apply to children starting Reception for the first time in 2017/2018. The PAN for this year is year group is 90. The Local Authority will co-ordinate Admissions on behalf of Manor Primary and will follow Wolverhampton City Councils co-ordinated primary admissions scheme available from [www.wolverhampton.gov.uk/schooladmissions](http://www.wolverhampton.gov.uk/schooladmissions) The closing date for admissions will be 15 January 2017. Allocations results will be notified on 17 April 2017.

All applicants must:

1. Complete the Common Application Form available from and returnable to their home local authority:
2. In addition, applicants applying under oversubscribed criteria relating to **Children whose parent/carer is a member of staff employed at the school** must complete the Supplementary Information Form and return it direct to the School Admissions Team, Wolverhampton City Council

Parents who would like their child to be admitted to this school during the year their child is five should ensure they complete all the necessary application forms. Admission to nursery



does not mean automatic entry to the Primary school and a separate application must be made.

### **In-Year Admissions**

The admissions arrangements outlined in this section apply to in-year admissions to Wolverhampton City Council this and subsequent academic years.

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to Wolverhampton City Council (At this time, Manor Primary School receives services from Wolverhampton City Council)

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), all applications must be considered under Wolverhampton City Councils admission schemes

Applications should be made via Wolverhampton City Council at [www.wolverhampton.gov.uk/schooladmissions](http://www.wolverhampton.gov.uk/schooladmissions) following Wolverhampton City Councils local co-ordinated in-year admissions in conjunction with Manor Primary Schools Admission Policy

All applicants must:

1. Complete the Common Application Form available from and returnable to their home local authority:
2. In addition, applicants applying under oversubscribed criteria relating to **Children whose parent/carer is a member of staff employed at the school** must complete the Supplementary Information Form and return it direct to the School Admissions Team, Wolverhampton City Council

### **Admission Criteria for Manor Primary School for Reception and In-year admissions**

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are less applicants than the PAN, all children will be admitted unless they are offered their first preference. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

#### **1. Looked After Children and all previously Looked After Children**

A 'Looked After Child' is a child who is in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social



services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);

## **2. Children with a sibling already attending the school at the time of admission.**

For admission purposes, a sibling is a child who resides permanently at the same address as a child for whom a place is being requested, and is one of the following:-

- A brother/sister
- Half-brother/sister (i.e. share one common parent)
- Or stepbrother/sister (i.e. related by a parent's marriage)
- Any other children for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order)

The sibling connection only applies where the child concerned has a sibling attending at the time of the application as well as at the time of admission (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2017) A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

## **3. Children whose parent/carer is a member of staff employed at the school for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidence by completing the Supplementary Information Form**

## **4. Children who live closest to Manor Primary School**

The distance from the applicant's home and school is taken in a straight line between the entrance to Manor Primary School in Foster Avenue and that of the applicant's home The distance is measured using the Local Authority's software, with those living closer to the school receiving the highest priority

## **Admission Appeals**

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at [www.wolverhampton.gov.uk/schooladmissions](http://www.wolverhampton.gov.uk/schooladmissions)

## **Withdrawing Offer Places**



Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Manor Primary School has been advised by Wolverhampton City Council to ask parent/carer to provide proof of residence (for example utility bill) before admitting a child. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

### **Multiple Births**

We understand that parent/carers would like to keep twins, triples and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets etc. all children will be allocated together

### **Response to Allocation**

Parents/Carers must respond to an allocation of a school place within 2 weeks of the notification of the availability of a school place. Response should be made to Manor Primary School. In the absence of a response, the offer may be revoked and the place may be allocated to someone else

### **Start Date**

There is a legal requirement that all children be in full time education by the beginning of the term following their 5<sup>th</sup> birthday. Once a place has been allocated parent/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1<sup>st</sup> April and 31<sup>st</sup> August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry should be arranged directly with Manor Primary School. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else

### **Waiting Lists**

If a place cannot be offered at the time of application, the child's name will be placed on a waiting list at the parent's request. Those on the waiting list and late applicants will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the published admission criteria.

Parents and carers will be asked to confirm on a termly basis their wish for their child to remain on the waiting list in order for the list to be kept up to date.



Only complete this form if you are:



A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made or a member of staff for or where the member of staff is recruited to fill a vacant post for which there is a shortage for which there is a demonstrable shortage.

### SUPPLEMENTARY INFORMATION FORM 2017/2018

Please note this is a supplementary form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

Only complete this form if you are:

- A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made;
- A member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If you are applying under a) or b) above, complete this form and return it to School Admissions Team, Wolverhampton City Council

To be completed by the parent/carer

Full Name of the Child:	Date of Birth:
Name of the member of staff employed by the school:	
Name of the School:	
Name of the Parent/Carer:	Relation to child:
Signature:	Date:

#### Data Protection

All information supplied will be processed and held by Wolverhampton City Council. Information may be shared with other admission authorities and Government Departments where there is a Legal Requirement to do so.