



**MANOR**  
MULTI ACADEMY TRUST

# Admissions Policy

Approved by: Trust Board  
On: 12 July 2021

## Manor Multi Academy Trust Admissions Policy

Manor Multi Academy Trust is an Multi Academy Trust of 9 schools and the Directors of the MAT are its admission authority. The Directors apply the regulations on admissions fairly and equally to all those who wish to attend the school. All 9 schools will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at <https://www.gov.uk/guidance/academy-admissions>.

The schools within the MAT are: Manor Primary; East Park Academy; Hill Avenue Academy; Saint Thomas' C of E Primary Academy; Saint Alban's C of E Primary Academy; Foley Infant Academy; Brindley Heath Junior Academy; Foxyards Academy and Hateley Heath Academy.

All 9 schools are inclusive schools that welcome 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 **90**
- Hill Avenue Academy has a **published admission number (PAN) of 60**
- East Park Academy has a published admission number (PAN) of **90**
- Saint Thomas' C of E has a published admission number (PAN) of **30**
- Saint Alban's C of E has a published admission number (PAN) of **30**
- Foley Infant Academy has a published admission number (PAN) of **60**
- Brindley Heath Junior Academy has a published admission number (PAN) of **60**
- Foxyards Primary has a published admission number (PAN) of **60**
- Hateley Heath Academy has a published admission number (PAN) of **60**

## How parents can apply to be admitted to our schools

### Reception admissions

The admissions arrangements outlined in this section apply to children starting Reception for the first time. The Local Authority will co-ordinate Admissions on behalf of Manor Multi Academy Trust and will follow Wolverhampton City Councils co-ordinated primary admissions scheme available from [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions). The closing date for admissions for 2021 will be 15 January 2022. Allocations results will be notified on 16 April 2022.

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 and/or for religious reasons [as detailed below] must complete the *Supplementary Information Form* (Appendix 1) and return it direct to the School Admissions Team, City of Wolverhampton Council.

Parents who would like their child to be admitted to a MAT 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, our schools School receive 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 the City of Wolverhampton Council's admission schemes.

Applications should be made via Wolverhampton City Council at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following Wolverhampton City Councils local co-ordinated in-year admissions in conjunction with Manor MAT 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 and/or for religious reasons [as detailed below] must complete the *Supplementary Information Form* (Appendix 1) and return it direct to the School Admissions Team, City of Wolverhampton Council.

## Admission Criteria

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. Children and Young People in Care and previous Children and Young People in Care

Children and young people in care are children who are:

- 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) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### Supporting evidence

If the child is in the care of a local authority or provided with accommodation by that authority this must be indicated on the *Common Application Form* and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the *Common Application Form*. If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the *Common Application Form* and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the *Common Application Form*. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

### 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 the child for whom a place is being requested, and is one of the following:

- brother/sister
- half brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child 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 the school 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

[This admission criteria is applicable only to Manor Primary, Hill Avenue Academy, East Park Academy, St Alban's CE Academy and St Thomas' CE Academy]

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* (appendix 1).

#### 4. Religious Reasons

[This admission criteria is applicable only to St Alban's CE Academy and St Thomas' CE Academy]

This criteria applies to a child and family who has religious reasons for attending the preferred voluntary controlled school and for whom it can be demonstrated by the faith leader that s/he has current strong religious connections. This reason will only be taken into consideration if the preferred school is the nearest Church of England (voluntary controlled or voluntary aided) school to the child's home address (measured by a straight line from the home address to the school using the Local Authority's software).

##### Supporting Evidence

A *Supplementary Information Form* (appendix 1) is provided for parents and their faith leader to complete, to enable them to demonstrate their child and family's current strong religious connections. Parents should be aware that where a *Supplementary Information Form* is completed it will not be regarded as a valid application unless the home Local Authority has also received a completed application showing an expressed preference for the school concerned.

#### 5. Children who live closest to our schools

The distance from the applicant's home and school is taken in a straight line between our school and the child's home address. The distance is measured using the Local Authority's software, with those living closest 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/admissions](http://www.wolverhampton.gov.uk/admissions).

#### 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. Our schools have been advised by **City of Wolverhampton 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 parents will be required to provide documentary proof of the child's residence.

#### 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 the school you have been allocated a place. 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 Hill Ave, East Park or Manor. 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.

### **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.

## Appendix 1 - Supplementary Information Form 2022/2023

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 applications according to the published admission criteria.

### Only complete this form if you are:

- A member of staff employed at Manor Primary, Hill Avenue, East Park, St Thomas' CE or St Alban's CE 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 at Manor Primary, Hill Avenue, East Park, St Thomas' CE or St Alban's CE for which there is a demonstrable skill shortage; or
- Applying for a place for a child for religious reasons as detailed 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 School:	
Reason for completing this form: <input type="checkbox"/> Member of staff employed by the school for 2+ years <input type="checkbox"/> Member of staff recruited to fill a skill shortage <input type="checkbox"/> Religious reasons	
Name of the member of staff employed by the school (if applicable):	
Religious reasons for attending the school (if applicable):	
Name and contact details of the relevant faith leader:	
Faith Leader signature (if applicable):	Date:
Name of the Parent/Carer:	Relation to child:
Signature:	Date: