

Admission Arrangements

Manor Croft Academy – an academy for girls and boys aged 11 to 16 years

Principal: Mr David Hewitt

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Manor Croft Academy acts as its own admissions authority which works in accordance with the national Schools Admissions Code and co-ordinates with the Kirklees Admissions.

The governing body has responsibility for admissions to Manor Croft Academy and will offer 180 places at age 11. To apply for a place at Manor Croft Academy, Kirklees parents/carers must make an application online between **1 September 2018 and 31 October 2018** at www.kirklees.gov.uk/admissions If the parent's home address is in another local authority they MUST apply by contacting their own home local authority and follow their admissions process. It is very important that the form is submitted by the closing date because applications received after this date will be treated as 'late'. Late applications will not be dealt with until all those received on time have been through the application process.

Priorities for admission – If there are fewer applicants than there are places available, then everyone who applies will be offered a place.

When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in strict order of priority:

1. Children in public care (looked after children) or a child who was previously looked after.
2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule).
3. Children who live in the school's PAA.
4. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule).
5. Children who live outside the school's PAA.

The academy will admit children with Statements of Special Education Needs/Education Health & Care Plans where the academy is named on the statement/plan.

NOTES:

- a) The definition of a 'look after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.
- b) Children in priority 1 above may be admitted above the PAN.
- c) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- d) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This

grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey's MasterMap. For smaller residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference related to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

- e) 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved the latest reasonable date before the final allocation of places.
- f) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- g) Children with Statements of Special Educational Needs/Education Health & Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies published.

Late applications – Applications received after the appropriate closing date will be regarded as late unless we feel there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required. Late applications are not considered until all on-time applicants have been allocated places. Forms submitted after the closing date due to a significant house move will be regarded as on-time if documentary evidence is provided to confirm the move is permanent and not easily reversible and the allocation process has not begun.

Waiting lists – The Education Advisory Board (EAB) will use the oversubscription criteria to rank unsuccessful applicants in a waiting list. The waiting lists will be held in admission criteria order.

Appeals procedure – Parents who want to appeal against the local authority's or EAB's decision not to offer their child a place at the Academy must apply directly to the Academy. Appeals should be addressed in writing to the Admissions Officer at the Academy within 20 school days of receiving the decision letter. The envelope should be clearly marked "Admission Appeal". The appeal will be heard within 40 school days of the deadline for receipt of appeal applications.

Manor Croft Academy uses an independent appeals service which will make all the arrangements. The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. This will include a final deadline for submitting any additional information. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

In-year admissions – To apply for a place after the first school day in September 2018, please contact the school directly.

Twins/multiple births – Where a family of twins or triplets or brothers and sisters living in the same household and requiring admission to the same school year, request admission and there is only one school place available, it will be left for the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline a place.

Flats – In the event of two or more children living equidistant from the school, for example blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

If you require any further information or clarification then, please contact Manor Croft Admissions, Karen Broadhead on 01924 325230 or email: info@manorcroft.org.uk