



Admissions Policy 2020/21

Audience:	Parents School staff Local Governing Bodies
Approved:	
Other related policies:	Equality, SEND, Child Protection, Attendance, Health and Safety, Behaviour
Policy owner:	Andy How
Policy model:	Compliance
Review:	July 2019
Version number:	1

Introduction

Manor Park Academy is a primary school located on Church Lane, Aston, Birmingham, B6 5UQ and is part of REAch2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REAch2 is available on our website: www.reach2.org

Manor Park Academy is a school which cultivates strong cultural, social and moral values, as identified in the REAch2 touchstones. An exciting and innovative curriculum is underpinned by a wide range of unique learning experiences. A talented and well qualified workforce engage all learners in reaching the highest standards. High aspirations and expectations encompass the life of the school and support the development of pupils with high self-esteem, self-discipline and strong community spirit.

The school is a two-form entry primary school with its own nursery. It has a capacity for 450 pupils, including 30 nursery places. Education is an essential ingredient for future success. By taking the time to build character in every pupil through our ethos, values, curriculum and assemblies, we teach our children how to be successful.

The community will have a new school to be proud of because we are not afraid to make our expectations clear and ensure that they are followed. We will not compromise on a thorough grounding in literacy and maths; however, our curriculum will be exciting, motivational and strongly reflect an engagement with 21st century technologies. For more information about the new school please visit us at www.manorparkacademy.co.uk

Admission number and process

The school has an admission number (PAN) of 60 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Birmingham Local Authority in accordance with the local coordinated scheme.

Applying

Applications for the routine admissions round are made to a child's home local authority. If you live in the City of Birmingham we recommend that you apply online at: [School admissions | Birmingham City Council](#)

To speak to local authority regarding admissions, please contact Birmingham City Council on 0121 30318888 or email admissions@birmingham.gov.uk

If you would like to speak to a member of the REAch2 team about your application, you can contact us at the addresses below.

Email: enquiry@manorpark.bham.sch.uk

Post: Manor Park Academy, Church Lane, Aston, Birmingham, B6 5UQ

Offers will be made on 16 April 2021.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children, as set out in definition 1 on page 3.
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated to applicants in order of each child's proximity to the school.

Definitions relating to the criteria

1. 'Looked after children' are (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition

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in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.

2. 'Siblings' - For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends Manor Park Academy in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.
3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non- executive that, on the evidence available, the post does indeed relate to a skills shortage in the area.
4. The 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

NOTE: Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 1 February 2020.

For admissions purposes Manor Park Academy, similar to the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described

above. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions, with the exception of twins, triplets etc.

Tie-breaker

Where the admission number given above is reached; If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

Random allocation undertaken by the local authority {or another body unconnected with the Academy Trust} will be used as a tie-break in categories 2-5 above to decide who has the highest priority for admission if the distance between a child's home and the Academy is the equidistant in any two or more cases.

Late applications

All applications received on or by the 15 January 2020 will be considered equally. Late applications can be accepted until 1st February 2020. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list

Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Parents who wish to request that their child be educated outside of their chronological year group, and therefore start school a year later (or a year earlier, in some cases) than normal, should read the 'Guidance and Policy relating to the education of children outside of their chronological year group' and complete the relevant request form, which can both be found on the LA website: [School admissions | Birmingham City Council](#)

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be starting school in September 2019, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2020) is 1 December 2018 (or the next working day if 1 December 2018 falls on a weekend). Requests received after this deadline may not be given consideration until after National Offer Day on 16 April 2019, in line with the above.

Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Head Teacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31 December 2019, after which parents/carers must re-apply for a place in Year 1. The waiting list will be maintained by the school and it will be open to any parent or carer 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. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Note for Parents about applying for other schools

When expressing a preference for this new proposed school; please clearly state your preference for Manor Park Academy

The deadline for applications is the same: 15 January 2020. Birmingham County Council has agreed to accept preferences made either online or in paper format.

An offer will be made for Manor Park Academy on 16 April 2020 taking into account the other school preferences listed on your application form and you will be notified separately regarding your application for the proposed new school on the same date. As a result, you may receive two school place offers and you will be asked to accept or decline the offer for the established school place within 14 days.

Email confirmation of the allocation or letters will also be written by Birmingham City Council on behalf of the proposed school to those parents who applied living outside the borough.

The school admissions team will notify parents holding a provisional place when a final offer can be made and it is at that point that you will be asked to confirm which school place will be accepted; whether your child is to remain on any other preferred school waiting lists or what alternative arrangements are being made for your child's education. If accepting a place at the new school, the original school allocation will be cancelled and the waiting list will be used to allocate to the vacancy. Parents living outside the borough will be notified when a final school place offer can be made and if accepted, Birmingham City Council will notify the home local authority of that acceptance.

If unsuccessful, you will be notified of your right of appeal and given details on how to do so.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should submit an appeal by 17th May 2020. All on time appeals will be heard at least 40 school days prior the start of school term. Appeals lodged after the 17th June 2020 will be heard 40 school days prior the start of term where possible, or, within 30 school days from when the appeal is lodged. Appeals lodged after the 21st June 2020 may not be heard before the start of the academic year.

Contact Details

Address:

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Aston
Birmingham
B6 5UQ

Website: www.manorparkacademy.co.uk

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