

MANOR PARK PRIMARY ACADEMY ADMISSIONS POLICY 2021-22

This document sets out the admission arrangements for Manor Park Primary Academy for entry in September 2021

1. General Arrangements

1.1 Entry to Nursery

Manor Park Primary Academy provides nursery provision on the same and has one intake for entry into Nursery in the Autumn term. However, attendance in the nursery does not give priority for a place in the Reception class of the Academy, and a separate application must be made.

Children will be eligible for consideration for part-time entry to Nursery from the term after their third birthday.

1.2 Entry to Reception

A separate application must be made for all children for entry into the Reception year regardless of where they attend nursery or pre-school.

We offer full time education to children from the September before their fifth birthday. Parents may request to defer their child's entry to Reception until later in the Reception year, but not beyond statutory school age. If the parent of a summer born child wishes to defer their child's entry until the start of Year 1, they must re-apply for a school place at that time.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where the child is attending the school nursery a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the Academy nursery.

2. Applications

2.1 Nursery

Applications for a nursery place to Manor Park Primary Academy must be made directly to the Academy. The closing date for applications will be in line with that of the London Borough of Sutton. Applications for the Academy outside the normal point of entry to Nursery should also be made to Manor Park Primary Academy.

2.2 Reception

Applications for a Reception place must be made through the London Borough of Sutton's Admissions process. The London Borough of Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary Schools. Information about the Pan-London Scheme as well as the closing date for applications is published on the Council's website.

2.3 In-Year/Mid-Term Applications

Applications for the Academy outside the normal point of entry to Reception should also be made to the London Borough of Sutton.

3. Admission Number

The Published Admission Number (PAN) for Manor Park Primary Academy is 90 children in Reception. The maximum number for the Nursery is 26 am and 26 pm

4. Admissions and Oversubscription Criteria

4.1 Nursery

When the Academy nursery is over-subscribed, applications for admission in 2020/2021 will be ranked against the following factors:

- i. Children who have reached the age of 3 years before 1 September 2021
- ii. Children who have reached the age of 3 years before 1 January 2022
- iii. Children who have reached the age of 3 years before 1 April 2022

Please note that only category i) places will be filled at the initial allocation stage. The Academy will fill any vacancies for category ii) or iii) applicants at a later date.

Within each of these bands, applications will be prioritised as below:

Priority 1. Children designated as Looked After Children or previously Looked After Children. (A looked after child is a child who is (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 in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, a child arrangements order, or special guardianship order, immediately following having been looked after). Supporting written evidence from a Social Worker will be required.

Priority 2. Where there are professionally supported medical reasons, or professionally supported exceptional social reasons why a child should attend the nursery. Written evidence from a Doctor, Social Worker, Health Visitor, Housing officer, Borough School Attendance Officer or other relevant Council Officer will be required at the time of application. (Refugees and Asylum-Seeking children may be included under this criterion, depending on individual circumstances.)

Providing professional evidence does not guarantee a child will receive priority under this criterion; the decision will be made by the Admissions Committee which will consider if the evidence provided demonstrates that the circumstances warrant the child being admitted at this school above any other.

Parents are responsible for providing the evidence to support an application for a medical or social placement. Any application that does not have supporting evidence will not be considered for priority and the school is not responsible for ensuring parents provide it.

Please note that it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

Priority 3. Where a sibling is already in the main Academy at the intended time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother

or sister, or the child of the parent/carer's partner, and in every case, who is in the same family unit at the same address, Monday to Friday.

Siblings in Nursery or Year 6 at the time of an application to start Nursery in September 2021 will not qualify as a sibling.

Priority 4. Children of Permanent Staff Employed by Manor Park Primary School. Children of permanent staff will be allocated a place where;

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

The children in this priority group will be allocated a place in order of the proximity of their home address to Manor Park Primary School, with the closest having the highest priority.

Priority 5. Straight line distance between the child's home address and the main Academy. Distance will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured by the computerised Geographical Information System maintained by the Sutton Admissions Team.

The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child. However, all available evidence will be considered.

The address to be used for the initial allocation of places to Nursery will be the child's address at the closing date for application. Changes of address up to dates stated in the Sutton Co-ordinated Admissions Scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and Local Authority of any change of address.

4.2 Reception

Where the Academy is over-subscribed for any year group, applications for entry in 2021/2022 will be ranked against the following factors:

Priority 1. Children designated as Looked After Children or previously Looked After Children. (A looked after child is a child who is (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 in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, a child arrangements order, or special guardianship order, immediately following having been looked after). Supporting written evidence from a Social Worker will be required.

Priority 2. Where there are professionally supported medical reasons, or professionally supported exceptional social reasons why a child should attend the school. Written evidence from a Doctor, Social Worker, Health Visitor, Housing officer, Borough School Attendance Officer or other relevant Council Officer will be required at the time of application. (Refugees and Asylum-Seeking children may be included under this criterion, depending on individual circumstances.)

Providing professional evidence does not guarantee a child will receive priority admission; the decision will be made by the Admissions Committee which will consider the evidence provided demonstrates that the circumstances warrant the child being admitted at this school above any other.

Parents are responsible for providing the evidence to support an application for a medical or social placement. Any application that does not have supporting evidence will not be considered for priority and the school is not responsible for ensuring parents provide it.

Please note that it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

Priority 3. Where a sibling is already in the main Academy at the intended time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

Siblings in Nursery or Year 6 at the time of an application to start Reception in September 2021 will not qualify as a sibling.

Priority 4. Children of Permanent Staff Employed by Manor Park Primary School. Children of permanent staff will be allocated a place where;

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

The children in this priority group will be allocated a place in order of the proximity of their home address to Manor Park Primary School, with the closest having the highest priority

Priority 5. Straight line distance between the child's home address and the main Academy. Distance will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured by the computerised Geographical Information System maintained by the Sutton Admissions Team.

The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child. However, all available evidence will be considered.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and Local Authority of any change of address.

Please note children with an Education Health & Care Plan naming the Academy will be admitted before all other applicants. The admission number in section 3 will be adjusted to take this into account before the remaining places are offered to other applicants.

5. Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

If the Academy becomes oversubscribed within any of priority categories 1 to 4, subsequent categories will be used as a tiebreaker. Where two or more applicants share the priority for a place, e.g. where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be selected randomly by computer.

Where a parent/carer applies for entry into the same year group for more than one child, and where one or more of those children have been offered a place and there are no remaining places available, then the remaining child/children will be considered as an excepted pupil (s) and the Admissions Committee will consider, on a case by case basis, if the remaining child/children can be offered a place under limited exceptional circumstances.

6. Notification and Acceptance of Offers

Parents/Carers will be notified whether their application for a place at the Academy has been successful either by letter, which will be posted on Monday 16th April 2021.

Written acceptance of the offer of a place should be received as determined in the offer letter. The Academy admissions officer will also require to see a copy of the child's birth certificate (a short copy will be sufficient) once the offer has been accepted.

7. Late Applications

Applications received after the closing date will be considered in accordance with the Local Authority coordinated admissions scheme. Changes of address up to the may be considered if there are exceptional reasons behind the change, such as used for waiting lists, after the initial allocation, and for mid-term admissions. Each case will be decided on its merits and supporting professional written evidence will be required. Any late applications not accepted will be added to the waiting list.

8. Waiting List and Mid Term Admissions

Unsuccessful applicants to the Academy will be placed on the Academy's waiting list which will be managed in accordance with Sutton's coordinated scheme, as Manor Park Primary Academy is part of Sutton's co-ordinated scheme for mid-term admissions and will be maintained until the last day of the autumn term. Parents wishing to remain on the waiting list after this date must write to Sutton Local Authority by 31st December 2021, stating their wish and providing their child's name, date of birth and the name of their current school. After 31st December 2020, parents whose children are not already on the waiting list but who wish them to be so must apply for mid-term admissions by visiting:

<https://www.sutton.gov.uk/admissions>

to enquire about potential vacancies and the application process.' Applications should be made to the London Borough of Sutton on a Mid-Term Application Form'. Waiting lists for other year groups will be reviewed at least twice a year.

If you wish to apply for a place at Manor Park Primary Academy, you must name the Academy as one of your preferences on the application form.

The address used to rank waiting lists will default to the child's current address, and not the address that the child was living at on the closing date for application, as they may have since moved.

A child's position on the waiting list may go down as well as up. This is because other children might be added to the Academy's waiting list who have a greater priority for a place against the school's admission criteria. 'Priority may be given to placements made through the LB Sutton Fair Access Protocol'.

9. Admission of children outside their normal age group

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Academy will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents/carers should visit the Academy. The Headteacher, or Senior Leadership team, will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all pupils and how the needs of these pupils will continue to be met as they move up through the Academy. They may also be able to allay any concerns parents/carers may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents/Carers requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

10. Appeals

Parents/Carers have the right to appeal against their failure to secure a place at the Academy. Notice of appeal should be made in writing to the Appeals Clerk at the Academy address. The Appeals Panel is independent of the Governors and staff and will meet at the earliest possible opportunity. The Appeals Panel decision is binding on parents and governors. An appeals form is available from the Academy.

There is no right of appeal against a decision not to offer a nursery place.

11. Monitoring and Review

These admissions arrangements will be reviewed annually, or earlier, if necessary.