L.E.A.D. Academy Trust
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Manor Farm Academy

L.E.A.D. Academy Trust

Admissions Policy

2027/2028

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Manor Farm Academy is part of the L.E.A.D. Academy. The Trust is the admissions authority, but the local authority manage all the processes on its behalf, applying the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out in legislation and also further explained in the statutory School Admissions Code and the statutory School Admission Appeals Code.

1. Aims

This policy aims to:

- Explain how to apply for a place at Manor Farm Academy
- Set out the academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Social and medical need are children who have a serious medical condition, which can be supported by medical evidence, significant caring responsibilities, which can be supported by a social worker or where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

Children of Staff

Children of staff applies in either or both of the following circumstances:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Nearest School and Distance Measurement

This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated electronically from the Post Office Address Point of the home, to the Post Office Address Point of the School. Distance is measured to three decimal places, e.g. 1.56 miles. The closest child to the school will receive priority.

The 'find your nearest school' tool can be found using the two links below.
https://www.lincolnshire.gov.uk/find-nearest-school
https://www.lincolnshire.gov.uk/homepage/150/find-my-nearest-school-for-school-admissions-applications

Home Address

The nearest address to the academy is found by measuring the distance from the home address to the academy in a straight line. Distances are not calculated to any other schools. Measurements are made electronically using the post office address point of the home to the post office address point of the academy.

By home we mean the address where the child lives for the majority of the school term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility as defined in the Children Act 1989.

Where a child lives during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Lincolnshire County Council. You can use this form to express your 4 preferences for schools/academies, in rank order.

Arrangements for applications for places in Reception at Manor Farm Academy will be made in accordance with Lincolnshire County Council's coordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a paper application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Manor Farm Academy will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021).

You will receive an offer for a school place directly from your local authority.

For entry into Reception children usually start in the September following their fourth birthday. However, parents can request a part time placement until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request their child takes up the place part-time until the child reaches compulsory school age.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Manor Farm Academy will make decisions based on the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views.
- any available 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.
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy, but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The academy has an agreed admission number of 30 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose education, health care plans name the academy will be admitted before any other places are allocated.

If the academy is not oversubscribed, all applicants will be offered a place.

In the event that the academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order listed, until all places are filled.

A. Looked After Children and Previously Looked After Children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. (1)

B. There is a brother or sister (2) on roll at the academy at the time of application

C. A child whose parent is a current member of staff and has been employed at the academy for two or more years at the time at which the application for admission to the academy is made **or** a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

D. The academy is the nearest state funded school to the home address, as defined in note (3)

E. The distance from the home to the academy, priority will be given to the child living closest the academy, as defined in note (4).

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then a lottery will be conducted. This will be drawn by an independent person not employed by the academy or working in the Children's Services Directorate of the Local Authority.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in the Children's Service Directorate at the local authority. Sealed envelopes containing the name of each child will be drawn randomly.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry.

Where an in-year application is received for a year group that is not the normal point of entry and our academy does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In this case, we will use the Fair Access Protocol to refer the child to the Fair Access team. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the academy.

6.5 Fair Access Protocol

We participate in Lincolnshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6.6 Children of UK Service Personnel (UK Armed Forces)

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this.
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is no child on the reserve list with higher priority under the oversubscription criteria.
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

In order to support the military covenant aimed at removing disadvantages for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply:

If an application is supported by an official letter declaring a posting and a relation date, then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.

Where an application is not supported by an official letter declaring a posting and relocation date or is not being made due to a new posting then the child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.

An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

If a family has provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.

In all cases where an applicant is considered after the national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the governors will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the governors will consider the circumstances of each case including,

- If the applicant would have been offered a place, had they applied on time in the admissions round of the year of entry,
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria,
- Whether admission of a further student would prejudice the efficient education and efficient use of resources, and this prejudice would be excessive,

The Governors have discretion to admit above the admission number in these circumstances, but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

6.7 Reserve List

For admission into the intake year the admission authority for Manor Farm Academy will operate a reserve list. In the normal admissions round if we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school.

This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this, the school keeps this list until December 31st of the admitting year. This list is abolished at Manor Farm Academy and parents wishing to remain on this list must contact the school for more information.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place

If there is no space available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

For a mid-year place, parents can apply through the parent portal online at www.lincolnshire.gov.uk/schooladmissions, or request a paper application.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

enquiries@manor-farm-academy.co.uk

You can find details of the academy's appeals timetable on the following webpage:

https://manor-farm-academy.co.uk/key-information/admissions/

9. Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

10. Monitoring arrangements

This policy will be reviewed and approved by the AGB every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.