

MANOR GREEN PRIMARY ACADEMY
ADMISSION ARRANGEMENTS
2017/18 ACADEMIC YEAR

1 INTRODUCTION

- 1.1 These arrangements apply to the admission of children to Manor Green Primary Academy in the normal admissions round for the academic year 2017/18. The school will operate an equal preference scheme. These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- 1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However they cannot defer entry beyond the beginning of the term after the child's fifth birthday. Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- 1.3 Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class; attendance at the nursery does not guarantee admission to the school.

2 APPLYING FOR A PLACE IN MANOR GREEN PRIMARY ACADEMY FOR SEPTEMBER 2017

- 2.1 If you are a Tameside resident you must make your application to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area. You should put your child's name down at the primary academy by the beginning of **October 2016**.
- 2.2 The school will forward details of all the children who have been registered with them to the Local Authority Admissions Team, who will send out details of how to apply in November 2016. Details will include where to view Starting Out and a letter explaining how to make your application. Application details may also be obtained from the School Admissions Section at Tameside MBC. Starting Out will be available on Tameside's website. NB: Each school application should be discussed with all parents and carers of the child, and only one application may be submitted for each child.
- 2.3 The local authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Tameside local authority has the right to withdraw the offer of a school place.
- 2.4 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend Manor Green Primary Academy. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

3 THE PROCESS

- 3.1 The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.
- 3.2 Your application must be submitted by the closing date of **15 January 2017**, with any supporting information / evidence if appropriate.
- 3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.
- 3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15 January 2017**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the **10 February 2017**.
- 3.5 Notification of offers of a single school place will be sent out to parents on **17 April 2017**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 3.6 Parents will not receive multiple offers.

4 PUBLISHED ADMISSION NUMBERS FOR MANOR GREEN PRIMARY ACADEMY

- 4.1 A list of all Tameside primary schools, with their respective Published Admission Numbers, can be found here: <http://www.tameside.gov.uk/schools/admissions/1718>
- 4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

5 CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS

- 5.1 Children with statements of special educational needs where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for community and voluntary controlled primary schools are:

- 1. Looked after Children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.**

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 the definition in section 22(1) of the Children Act 1989)

- 2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must

confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Tameside MBC will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

3. Sibling

This will apply where there are brothers or sisters attending the school or the linked junior school at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

4. All other applications on distance

Preference will be given to pupils living nearest to the school taking into account ease of access to and distance from alternative schools.

Ease of access will be considered when parents provide details of particular reasons that mean their child could reach their nearest school but will have a disproportionately long journey to another school if denied admission to their nearest school. Details must be provided in with the application.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

- 5.2 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).
- 5.3 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.
- 5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.
- 5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

6 SUMMER BORN CHILDREN

- 6.1 In December 2014, the government issued non-statutory guidance to help admission authorities deal with parental requests for summer born children to be admitted out of their normal age group.
- 6.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.
- 6.3 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.
- 6.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 6.5 A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.
- 6.6 Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.
- 6.7 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

7 IN YEAR TRANSFERS

- 7.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the Common Transfer Application Form. The Common Transfer Application Form can be obtained from the Headteacher of the school the child currently attends, if in Tameside or it can be downloaded from the Tameside Council website: www.tameside.gov.uk/admissions.
- 7.2 Forms should be fully completed and submitted with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.
- 7.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.

- 7.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 7.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 20 school days.

8 IN YEAR FAIR ACCESS PROTOCOL

- 8.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

9 WAITING LISTS

- 9.1 If any school is oversubscribed the admission authority will maintain a waiting list. The waiting list will operate until the end of the relevant school year (or longer if specified in the admission arrangements for individual schools). Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (eg they move house) they should inform the admission authority immediately and provide appropriate supporting evidence).

10 APPEALS

- 10.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with a statement of Special Educational Needs, an appeal can be made to the SEN and Disability Tribunal (details are included in the Statement).
- 10.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions..>
- 10.3 The Appeals Panel will:
- be independent of the school and the LA;
 - give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;
- 10.4 The Local Authority will:

- give the appellant at least ten school days notice of the time and place of the hearing;
- 10.5 The clerk will:
- send the appeal papers to the appellant at least seven working days before the hearing.
- 10.6 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.
- 10.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

MANOR GREEN PRIMARY ACADEMY

Nursery Education Admissions Policy 2017 – 2018

1. Entitlement for nursery Education places

All children are entitled to a free part-time nursery education place. That entitlement is from the term **after** their third birthday. However, provision is made by a range of providers to provide places in the year before they enter Reception. Some places may be available for three year olds in the term after their 3rd birthday if there are places available.

From September 2010 each child is entitled to a maximum of 15 hours free early years education per week in the year before the child enters Reception class.

2. Planned Admission Number

Each year the Governing Body states the number of pupils it plans to admit to the Nursery within the Foundation Stage. For the school year commencing September 2017, the Governing Body has retained its planned Nursery Admission Number as in previous years, at **52**. These will all be part time places for morning or afternoon sessions commencing 9.00am to 12.00pm and from 12.30 pm to 3.30 pm.

3. Nursery Admissions Procedure

Prospective parents/carers should collect an application form from the school's main office and return it no later than 31st January 2017.

There is a single intake into the Nursery within the Foundation Stage in September 2017.

Parents applying for a place on the grounds of specific medical or social reasons must provide written evidence from a doctor or other agency stating that he/she has exceptional needs which means that admission to Manor Green Primary Academy is essential. Reference may be made to the Community Health Physician, Social Services or the Educational Psychologist as appropriate.

Admission to the Nursery will be made by the Governing Body in accordance with the criteria published in Section 4 (below), following a strict order of priority. When the number of applications exceeds the 52 places available, the Governing Body will apply the stated over-subscription criteria. No criteria other than those stated in this document will be applied. All terms are clearly defined in the relevant sections below. Notification to parents who have applied for a place will be issued by the school, in the summer term before the child starts Nursery. Parents/carers are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within the specified timescales from the date of the offer letter. If the place is not accepted, the place will be offered to the next applicant on the waiting list. Given the pressure for nursery places, parents are requested to advise the school at any stage, if an application is to be withdrawn or a place is not to be accepted for any reason.

Parents do not have the right of appeal against the decision of the Governing Body to refuse admission to Nursery. Children who are not offered a place in the Nursery may ask to be entered on the Waiting List.

As part of our Induction procedures, successful applicants will be invited to visit the Nursery with their parents during the term prior to admission. Parents/ carers will also be invited to an induction evening in the same term.

5. Nursery Admissions criteria

Places will be allocated to Tameside residents who will be 4 years old between 1 September 2017 and 31 August 2018 in the first instance.

When school receives more applications from Tameside residents who will be 4 years old between 1 September 2017 and 31 August 2018 than there are places available the following over subscription criteria must be applied in order:

1. Children in Public Care (Looked After Children)

2. Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs

Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to a particular school nursery is essential. A panel of governors will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be treated in the strictest confidence.

It is anticipated that the total number of children allocated places according to these criteria would form only a small proportion of the total number of children attending the Nursery.

3. Siblings: this will apply where the applicant is 4 years old by 31st August 2018 and has brothers or sisters attending the school at the time of application, who will still be attending at the time of admission. Within the sibling tiebreaker, preference will be given to pupils living nearest to the school.*

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

4. Age

Priority will be given to children in the following order:

1 Children who will be 4 years old by 31st December 2017

2 Children who will be 4 years old by 31st March 2018

3 Children who will be 4 years old by 31st August 2018

5. Distance

5.1 Where over subscription occurs in applying criteria 4.1, 4.2 or 4.3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who live closest to the school.

5.2 Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

5.3 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

6. Allocating places to Tameside resident children applying after the main allocation procedure has been completed

When school still has nursery places available after the main allocation process has been completed, the Governing Body will offer places to subsequent applicants on a 'first come first served basis', as long as that child is of the correct age i.e. will

become 4 years old between 1st September 2017 and 31st August 2018 (and therefore born between 1st September 2013 and 31st August 2014) and lives in Tameside. Should a Tameside resident parent request a place after the allocation process and the school has places available, a place should normally be offered.

7. Waiting Lists

When school has allocated all its nursery places, it will operate a waiting list. If a place becomes available, it will be allocated to a child on the waiting list according to the over subscription criteria.

8. If school still has nursery places available after the summer half term 2017, the following will apply:

Offering places to children who do not live in Tameside. Where school still has nursery places available after the summer half term preceding the September that applicants wish to be admitted, these can be allocated to children who do not live in Tameside and who will become 4 years old between 1st September 2017 and 31st August 2018 (and therefore born between 1st September 2013 and 31st August 2014), according to the over subscription criteria.

1. Children in Public Care (Looked After Children)

2. Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs

3. Waiting List

When the school has allocated all of its 52 nursery places, it will operate a Waiting List. If a place does become available, this will be allocated to a child at the highest position on the Waiting List, according to the above criteria. Parents may contact the school on a regular basis to see if they wish to remain on the Waiting List. Please note that new arrivals who apply may have a higher priority under the oversubscription criteria, so they will be ranked higher than those who have been on the list for some time.

4

Additional Notes and Terminology

Home Address

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident.

Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

Parent

Throughout this policy the term 'parent' includes: (i.) All natural parents, whether they are married or not; (ii.) Any person who, although not a natural parent, has parental responsibility for a child; and (iii.) Any person who, although not a natural parent, has care of a child or young person.

Siblings: Sisters and Brothers

For the purposes of this policy, the words "brother" and "sister" refer throughout to natural sister or natural brother, half-sister or half-brother, adopted sister or adopted brother, stepsister or stepbrother, foster sister or foster brother, or the child of the parent/carer's partner. The child for whom the school place is sought must be living in the same family unit and at the same permanent address as the brother or sister. This allows for the priority admittance of children whose brothers and/or sisters will still be attending the school at the time of admission.

Proof of Address

The Application Form ask parents to provide TWO proofs of address from the following list:

- Mortgage Statement* TV license* Tenancy agreement or letter from landlord*
- Home contents / Vehicle insurance certificate* Buildings insurance certificate*
- Council Tax Statement* Council Tax benefit statement*
- Recent utility bill (gas, electricity, water, land-line phone bill but not a mobile phone bill)**
- Letter from a solicitor confirming exchange of contracts on a house**

(*issued within the last 6 months; ** issued within the last 3 months)

Children with Exceptional Medical Needs or Home Circumstances and/or Special Educational Needs

Written evidence must be provided from a Doctor or other agency that he/she has exceptional needs which means that admission to Manor Green Primary Academy is essential (not just desirable). A panel of governors will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be in the strictest confidence.

Looked After Children and 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 (under Section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence, or special guardianship order.

Future Applications

Please note that an offer of a place does not guarantee a place for siblings in future years .