



# Manorfield Church of England Primary School

## Admissions Policy 2025-26

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member schools. Based upon our shared ethos and our values of wisdom, collaboration, respect, integrity, inclusivity, and compassion, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

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## Introduction

This policy sets out the admission arrangements for the purposes of allocating school places at Manorfield C of E Primary School in an open and fair way.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality with the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. This is in accordance with the expectations of the Diocese of Leicester that the attitudes and behaviours of Church of England schools will reflect Christian values and principles.

### 1. Admissions Principles

Embrace Multi Academy Trust is the admissions authority responsible for the admissions policies and decisions on applications for admission to the schools within the trust. Each school has individual admissions arrangements for each academic year. All admissions policies are reviewed and determined annually. They are written to comply with the School Admissions Code and School Admissions Appeals Code. Leicestershire County Council Admissions coordinate first time admissions, using a common application form (CAF).

### 2. Published Admission Number

Our Published Admissions Number (PAN) for the normal point of entry into reception at Manorfield CE Primary School is 60. Admissions to other year groups will be based upon the prejudice to:

- (a) the provision of education and
- (b) the efficient use of resources.

The school's local governing board has agreed an admissions limit of 60 pupils for the other year groups. This is the number of places in classes beyond reception which reflects infant class size regulations for key stage one classes (ie, not exceeding 30 children per teacher in Reception, Year 1, and Year 2) and takes into account practical limits for all other year groups.

### 3. Oversubscription Criteria

Before applying the oversubscription criteria, a place will be allocated for any child with an Education Health and Care Plan (EHCP) that names Manorfield CE Primary School as the school the child must attend. This place will be allocated within the PAN, before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If more parents express a preference for the school than the published number of places for new admissions, the following criteria will be used to rank applications and allocate places:

1	Looked after children <b>OR</b> previously looked after children <i>(see note i)</i>
2	Children that live in the catchment area <i>(see note ii)</i> <b>AND</b> will have a brother or sister attending Manorfield CE Primary School at the same time at the point of their admission <i>(see note iii)</i>

<b>3</b>	Children that live in the catchment area <i>(see note ii)</i>
<b>4</b>	Children that will have a brother or sister attending Manorfield CE Primary School at the same time at the point of their admission <i>(see note iii)</i>
<b>5</b>	Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend Manorfield CE Primary School <i>(see note iv)</i>
<b>6</b>	Children of a member of staff who works at Manorfield CE Primary School <i>(see note v)</i>
<b>7</b>	All other children

**Notes:**

- i. Looked after children are those who 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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to school. Previously looked after children are those who were looked after but immediately after being looked after became subject to an [adoption order](#)\*, [child arrangements order](#)\* or [special guardianship order](#)\*, including those who appear to the admission authority to have been in [state care](#)\* outside of England and ceased to be in state care as a result of being adopted.
- ii. For the purpose of processing a school application, a single [home address](#) where the child normally lives will be used. Where parents claim equal or dual residency, they must prioritise one address over the other. If the child's parents cannot agree on the child's home address by the closing date for applications, this will be taken as the address where the child resides for the majority of the school week, or where residency is split equally, it will be the address where the child is registered with the doctor.
- iii. Brother / sister includes half brother or sister, stepbrother or sister, legally adopted or fostered child being regarded as the brother or sister, or the child of a parent's partner, living in the same family unit at the same home address as the child for whom a school place is being sought.
- iv. For serious medical conditions or exceptional social or domestic needs, evidence or supporting documentation from an independent professional person who knows about the child and supports the application to the school (eg a health professional, social worker, teacher, early years professional, or support worker) must be supplied and submitted with the application by the application deadline, to confirm the circumstances of the case and set out why that makes it essential for the child to attend Manorfield CE Primary School and no other school. Applicants will only be considered under this criterion if they have explicitly indicated they wish their application to be considered under [medical / social need](#)\*.
- v. The member of staff must have been employed at the school on a permanent contract for two or more years at the time at which the application for admission is made, or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

## **4. Allocating Places**

In the event of oversubscription in any of the above criteria, the local governing board will take those children whose home address is nearest to the school first. This will be determined by the local authority's computerised geo-coded mapping system, measuring distance of up to three decimal places in a straight line from the centre point of the home property to the school's main designated front gate. Blocks of flats will be treated as equidistant from the school. Where there is equal distance then lots will be drawn (see section 5. Tiebreaker).

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\* See section 20 'definitions'

## **Multiple Births**

Where possible, all the children of a multiple birth (ie twins, triplets etc) will be admitted. This can mean going over infant class size limits, as this is a permitted exception to the limits.

## **Service Personnel and Crown Servants**

Families of UK service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide evidence of their intended address. Parents may request that a unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. 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.

### **5. Tiebreaker**

Should applicants for the last place(s) have identical ranking order and cannot be prioritised using distance as detailed above because the distance measurements are the same, random allocation via the drawing of lots will be used to decide which children will be offered the remaining places which will be overseen by an independent person (not an employee or governor at that school).

### **6. Full or Part time Attendance**

A parent may apply for their child to start school for the first time at the start of the autumn term following their fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until reaching statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part-time basis, they must first meet the headteacher to discuss their choice and agree the arrangements.

### **7. Deferred Entry**

While a child is below statutory school age, the parent may choose to defer their child's entry to school until later in the school year. Parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the summer term in that school year. If a parent wishes to defer entry for their child, they must discuss this with the headteacher prior to the start of the autumn term.

### **8. Summer Born Children and Delayed Entry into Reception for the Following Year**

Summer born children are those born between 1 April and 31 August. Each application for delayed entry is treated by the school on an individual basis, considering the circumstances and evidence supplied from the parents and professionals who know the child.

If parents wish to request delayed entry, they must first discuss this with the headteacher. They must apply for their child's admission in the normal chronological year (ie the year in which the child would normally be entering school) and at the same time submit a request to the school's local governing board for delayed entry to reception for the following year. If the local

governing board agree this after reviewing the evidence for the request, in consultation with the headteacher and any others involved with the child, then the school place applied for cannot be held open, and the parent will need to apply for a place again the following year in the normal way. That application will then be treated and ranked according to the criteria published in the admission arrangements along with all others received.

Parents should be aware that if the delayed entry request is agreed, there is no guarantee of a place being available for their child at the school for the following year. If delayed entry is agreed, it will only apply to the school that granted approval; if the child moves school or when they transfer to secondary school, parents will need to apply to the relevant admission authority to approve the request for their child to be admitted outside of their chronological age group.

## **9. Admission of Children Outside of Their Normal Age Group**

Parents may apply to the local governing board to 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. Decisions about these requests will be made 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; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical or other 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. The views of the headteacher will also be considered. When informing a parent of the decision on the year group the child should be admitted to, the reasons for that decision will be clearly set out.

## **10. Late Applications**

All applications received after the national closing date (15 January) will be considered after places have been allocated to applications received on time, using the same oversubscription criteria as for on-time applications.

## **11. Accepting / Rejecting a School Place**

If your child is offered a school place and you are happy with that offer, you do not need to do anything else, however if you wish to decline the offer of a school place, you must inform School Admissions at the Local Authority in writing as soon as possible.

## **12. False Information / Withdrawal of Places or Offers of Places**

1. Where an offer of a school place has been made on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, and a right of independent appeal offered if the place is refused.

### 13. Waiting List

A waiting list for first time admissions will be kept until 31 December of the year of application for main round applications. The waiting list is updated and ranked according to the oversubscription criteria when applications are withdrawn or added.

### 14. Appeals

In accordance with the Admissions Appeals Code, applicants who have been refused a place for their child at the school will receive a refusal letter, which will set out the reason for refusal and the right of appeal to an independent appeals panel. The decision of the panel is binding on parents and the admitting authority. Details of how to appeal will be included in the refusal letter.

All appeals must be received within 20 days of the receipt of the refusal letter to be heard on time. NB: Places in Reception, Year 1 and Year 2 are restricted to 30, under the infant class size regulations.

### 15. Applying for a School Place

#### Admissions Timeline

15 January:	Closing date for applications to be made to the local authority
28 February:	Publication of appeals timetable on LA website
16 April:	National offer day for first time admissions (or next working day)
April – August:	Appeals process and outcomes
August:	New intake starts at school

To apply for a place starting August 2025, parents must complete the Common Application Form (CAF) available from the home authority in whose area the child resides. For those resident in the local area this is Leicestershire, and full details about the application process, a link to the online CAF, and a list of schools in the Leicestershire local authority area can be found at:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>.

In order for the application to be considered as 'on time' the CAF must be submitted to your home local authority by 23:59 hours on 15 January 2025. The CAF should be completed and submitted using the home local authority's 'online' procedure, or via a paper form available from the home local authority's admissions service. For those residing in Leicestershire a paper form is available from the Leicestershire school admissions team (0116 3052070) and completed paper applications should be returned to: School Admissions, Leicestershire County Council, County Hall, Glenfield, Leicester, LE3 8RF.

Parents will receive an admission decision in writing from the local authority on or around 16 April 2025, according to the procedure set out on the local authority's school admissions website.

### 16. Second Applications

Ordinarily, parents may only make one application for a particular school per academic year. In exceptional circumstances, and at its sole discretion, the local authority may allow a further application to be made where there has been a significant and material change in the

circumstances of the parent, the child, or the school.

Examples of what may be considered exceptional circumstances:

- A change of address (where the change of address is into the school catchment area)
- New, significant, and material evidence has come to light in personal circumstances
- A significant change in medical circumstances (not including distress or anxiety resulting from unsuccessful applications or appeals)
- A significant and material change in the circumstances of the school (ie significant extension/new build, and increase in PAN, or an increase in teaching staff).

In such circumstances, parents must provide written details and evidence of that change. Where the significant and material change is accepted by the admitting authority, a second application will be permitted. This must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the oversubscription criteria.

## **17. In-year (mid-term) Admissions**

The school is part of the local authority's coordinated admission arrangements scheme for mid-term transfers for all year groups. Before making an application, parents should contact the headteacher to enquire if places are available and arrange a visit to the school. Mid-term transfer applications should then be made via the local authority online system on the admissions service website at: <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>. The local authority will aim to notify parents of the outcome of their application in writing within 10 school days.

Where there are more applications than places, the school's published oversubscription criteria will be applied to rank applications and allocate places. If a place is not available, parents will be informed of their right to appeal and how they should do this in the refusal letter.

## **18. Children with Special Educational Needs and Disabilities**

Children are admitted to the school in accordance with the admission criteria. We do not discriminate for or against children with special educational needs or disabilities and ask parents to fully inform the school of the nature of any known educational, physical, medical or social needs when expressing a preference for their child to attend this school. This information will ensure that the child's entry to the school is as smooth as possible and help inform the level of provision the school can make to meet the individual needs of the child.

## **19. Fair Access Protocol**

Manorfield CE Primary School will participate in full with the Leicestershire Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the PAN of a school that is already full.

## **20. Definitions**

### **Adoption order**

An order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).



**Brother or sister**

Includes half brother or sister, stepbrother or sister, legally adopted or fostered child being regarded as the brother or sister, or the child of a parent's partner, living in the same family unit at the same home address as the child for whom the school place is being sought.

**Child arrangements order**

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 as amended by Section 12 of the Children and Families Act 2014. Any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

**Exceptional medical and social need**

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements.

Areas that are considered exceptional include:

- Children with a serious medical condition whose evidence establishes that their needs can only be met at Manorfield CE Primary School and why other schools would not be able to meet this need; or that they have an exceptional illness or disability, eg limited mobility, which means they can only reasonably attend one school.
- Children who are subject to a Child Protection Plan or Child in Need Plan, which means they can only reasonably attend one school.
- Parents/carers/family members who are suffering domestic violence, depending on documentary evidence by a lead professional, eg a health professional or social worker.

Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend the school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school.

Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing the evidence does not guarantee that a child will be given priority and decisions will be made on the merits of each case.

**Home Address**

For the purpose of processing a school application, a single home address where the child normally lives will be used. Where parents claim equal or dual residency, they must prioritise one address over the other. If parents cannot agree on the child's home address by the closing date for applications, this will be taken as the address where the child resides for the majority of the school week, or where residency is split equally, it will be the address where the child is registered with the doctor.

The local authority may request satisfactory proof of address, which could delay processing the school place application.

**Infant Class Size Exceptions**

- a) Children admitted outside the normal admissions round with an ECHP specifying the school
- b) Looked after children and previously looked after children admitted outside the normal admissions round

- c) Children admitted after the initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- f) Children of UK service personnel admitted outside the normal admissions round
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### **Member of Staff**

The member of staff must have been employed at the school on a permanent contract for two or more years at the time at which the application for admission is made, or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

### **Parents**

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

### **Special Guardianship Order**

Defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **State Care**

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, ie a charity group that benefits society, but does not include private fostering whether in England or from outside of England.