

DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST

**Admissions Policy**  
**2019-2020**  
**Manshead CE Academy**

<b>Policy type</b>	Local Academy Policy
<b>Adopted by the Trust Board</b>	26 <sup>th</sup> February 2018
<b>For review</b>	Annual
<b>Person responsible</b>	DSAMAT Admissions Adviser

This policy is a mandatory policy for all DSAMAT Academies and must be implemented with no amendments.

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## 1. Introduction and General Principles

- 1.1 Admission to Manshead Church of England Academy is the responsibility of the Diocese of St Albans Multi-Academy Trust in its capacity as the admissions authority.
- 1.2 Manshead Church of England Academy welcomes applications from parents of all children, of the appropriate age, whatever their academic ability.

## 2. Applications

- 2.1 The Trust will admit 180 students (the admission number) per academic year to Year 7. Please see separate details below for admission to Sixth Form at Year 12.
- 2.2 The Trust will admit children with a Statement of Special Educational Needs or Education Health and Care plan that names Manshead CE Academy.
- 2.3 In the event of there being more than 180 applications to Year 7, the Trust will allocate places using the criteria and order of priority listed overleaf.
- 2.4 Any waiting list will be maintained until the end of the academic year 2019.
- 2.5 Applications for admission into Year 7 must be made to the home Local Authority in accordance with procedures explained in their admission literature and website.
- 2.6 Every effort will be made to accommodate same year siblings.
- 2.7 Requests for admission into other year groups should be made to the school on the In-Year application form. The form is available from the Local Authority or downloaded from their website.

## 3. Admissions Criteria

- 3.1 In all categories, in the case of there being more applications than places available, the distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places.

### **A COMMUNITY PLACES (160) – Up to the first 160 places will be offered as ‘Community places’ in the following order of priority**

- (i) All ‘looked after’ children or children who were previously ‘looked after’ (see note 1 below)
- (ii) Children with siblings at the school whose home address is within the designated catchment area at the time of application (see note 2 and 3 below)
- (iii) Other children whose home address is within the designated catchment area at the time of application (see note 2 below)

- (iv) Other children who are siblings of students of Manshead CE Academy at the time of application (see note 3 below)
- (v) Children attending feeder schools (see note 4 below)
- (vi) Children with very exceptional medical reasons (see note 9 below)

**B FOUNDATION/FAITH PLACES (50) – Up to next 50 remaining places will be offered as ‘Foundation/Faith places’ in the following order of priority**

- (i) The children of a parent/guardian who, at the time of application, is a practising member of the Church of England (see note 5 below)
- (ii) The children of a parent/guardian who, at the time of application, is a practising member of another Christian denomination (see note 5 & 6 below)
- (iii) Children attending schools within the Ashton Foundation (Ashton St Peter’s Primary School)
- (iv) The children of a parent/guardian who, at the time of application, is a practising member of another faith or religion (see note 7 below)

**C. OTHER PLACES**

- (i) In the event of under subscription in either category A or category B, any remaining places will in the first instance be given to the other category.
- (ii) Any other children

**NB** Pupils who have a Statement of Special Educational Needs or Education Health and Care Plan are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted before other pupils on the waiting list even if the school is full.

## 4. Definitions

### 4.1 Looked after children

A ‘looked after’ child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

A previously ‘looked after’ child is one who immediately after being ‘looked after’ became subject to an adoption, child arrangement, or special guardianship order. An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002 or under the Adoption Act 1976. A ‘child arrangement order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. 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).

#### 4.2 **Home address**

A pupil's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

#### 4.3 **Siblings**

A sibling refers to a 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, the child should be living at the same address. The sibling must be in the school at the time of application.

#### 4.4 **Feeder schools**

Caddington Village School, Kensworth Church of England Academy, Slip End School, St Augustine's Academy, St Mary's Catholic School.

#### 4.5 **Christian denomination**

For the purposes of this policy another Christian Church is one which belongs to, or is eligible for membership of, Churches Together in Great Britain and Ireland, the Evangelical Alliance, or the Dunstable Fellowship of Evangelical Churches.

#### 4.6 **Practising member**

Is defined as one who, for a period of 12 months prior to the time of application, has attended public worship at the church or religious meeting-place for at least one Sunday in each calendar month. Applicants in these categories are required to provide confirmation of practice from the relevant religious leader in writing, on the application form, in the space provided.

#### 4.7 **Other faiths and religions**

Those faiths, or religions practised, which are not Christian and are founded on a doctrine which worships a God(s).

#### 4.8 **Medical reasons**

'Very exceptional' medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question, and the difficulties that would be caused if the child had to attend another school. The Trust reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

## 5. **Information for Parents**

5.1 When applying these criteria results if there are more children with an equal right to admission

to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the Main Entrance of Manshead Church of England Academy. Priority will not be given within each criterion to children who meet other criteria.

- 5.2 If there are less than 180 applications, all places applied for will be allocated accordingly. Once all places have been allocated, unsuccessful applications, including late applications, will be placed on a waiting list. The list will be prioritised according to the Admissions Criteria.
- 5.3 Parents whose applications for a place are unsuccessful, have the right to appeal to an independent panel against the decision, and should do so by writing to the Clerk to the Appeals Panel. One appeal per student will be granted in a single academic year.

## **6. Admissions Criteria for Entry into the Sixth Form 2019**

- 7.1 Manshead Church of England Academy welcomes applications into its Sixth Form from students without reference to ability or aptitude. However, students will only be offered places subject to them achieving the entry requirements for the level of course they wish to study as well as the subject specific requirements, as outlined in the Sixth Form Prospectus.
- 7.2 The maximum admission number for level three courses will be 200. The maximum admission number for level two courses will be 40.
- 7.3 If the number of applications exceeds the relevant admission number the following criteria will be applied, in the order set out below, to decide which students to admit.
- a) "Looked after" children
  - b) Students studying at Manshead Church of England Academy at the time of application
  - c) Students living within the designated "catchment area"
  - d) Siblings of students attending Manshead Church of England Academy at the time of application
  - e) Any other students, on the shortest distance, measured in a straight line, between the centre of the school and where the applicant lives. Those living closer to the school being accorded higher priority
- 7.4 An application form for Manshead Church of England Academy Sixth Form is available within the Sixth Form Prospectus or from the school website. When completed, applicants for a place at Manshead Academy Sixth Form starting in September 2019 should return this form to the Assistant Head (KS5) by 15 January, 2019. Applications received after this date will only be considered if the admission number has not been exceeded and they will be considered on a "first come first served" basis. Our minimum number of external students to be admitted will be 1.
- 7.5 The allocation of places will take place after this deadline and parents will be informed by the end of March as to whether a conditional place (subject to the student meeting the entry requirements) will be offered.

7.6 If the admission number is exceeded a waiting list will be maintained until the third Friday in September.

## **7. Monitoring and Review**

8.1 The Trust has delegated to the Academy Council / Regional Academy Executive Board the responsibility for reviewing the implementation and effectiveness of this policy in discussion with the DSAMAT Admissions Adviser. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.

8.2 The policy will be reviewed annually.