



DRAFT

Manor Church of England Academy Arrangements and policy for admission of students

September 2018

The admissions policy is in line with the Department for Education guidance of School Admissions.

1. **Rationale**

Manor CE Academy policy is to invite applications for admission from children of families who are practising Christians, or from parents/carers who wish their children to receive an education in accordance with the principles of the Christian faith.

2. **Aim**

The academy aims to serve our community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its students.

3. Applications for children with a Statement of Special Needs, Education Health and Care Plans (EHCPs) or Looked After Children¹ will be dealt with separately by the governors, working in conjunction with the Local Authority (they will be given priority over all other categories).

4. **Over-subscription Criteria**

The number of places available for admission to Year 7 is 220. This will include Special Needs and Looked After Children. In the event of the number of applicants exceeding the number of places available, the following criteria will be taken into consideration by the governors. In accordance with the academy's aims to nurture the Christian faith, to welcome children of other faiths and to serve the local community, up to 121 of these places will be Foundation applications as laid out in Section 1 and will be allocated on faith grounds. The remainder will be allocated according to the criteria in Section 2.

Unsuccessful applicants for Foundation places will automatically be considered for the remaining community places. Unfilled Foundation places will be available to Community applicants in Section 2.

If there are more applications than places available under any category, places will be allocated to those who live the furthest from their designated LA school, measured by the shortest, safe, walking distance. This information is provided by the Local Authority.

¹ This criteria now applies to all students who are in the care of a local authority; or students who have previously been adopted from the care of a local authority.

SECTION 1 (FOUNDATION PLACES)

There are 121 Foundation places available.

Category 1 (Children from Christian denominations²)

The minimum time for regular attendance by the parents or children at worship will be two years prior to the application (October 17). Parents and carers who have not met the minimum time requirement **will not** be considered for a Foundation place.

Places offered will be allocated to applicants in the following sub-categories:

1. An Applicant who is a **very regular worshipper**, by which is meant one who worships or is regularly involved in a weekday church activity including a significant element of worship at least once a week.
2. The worshipper could be the child for whom the application is made or one or both parents (not grandparents or other relatives unless they are the primary carer).
3. An Applicant who is a **regular worshipper**, by which is meant one who worships or is regularly involved in a weekday church activity including a significant element of worship at least twice a month. The worshipper could be the child for whom the application is made or one or both parents.

Please be aware that involvement in a uniformed organisation that is attached to a church would not meet the criteria unless there was a regular Christian act of worship.

All applicants for Foundation places will be required to submit a separate application form together with a reference from a minister of religion, or in the case of collective worship in a Church of England primary feeder school, the Headteacher / Principal / Chaplain ³.

If more than 116 eligible applications are received, the available places will be allocated in the following order:

1. applicants who live in the **Priority Zone**⁴ (see below) and who are very regular worshippers
2. applicants who live in **other areas in the City of York** and who are very regular worshippers
3. applicants who live in other areas **outside the City of York** and who are very regular worshippers
4. applicants who live in the **Priority Zone** and who are regular worshippers
5. applicants who live in **other areas of the City of York** and who are regular worshippers
6. applicants who live in other areas **outside the City of York** and who are regular worshippers
7. applicants who take part in regular collective worship in a Church of England primary school, within the Hope Learning Trust, York⁵.

² Christian denomination is defined as a church belonging to or eligible to belong to Churches Together.

³ A Church of England primary school is defined as a Church of England Academy within the Hope Learning Trust, York, at the time of application.

⁴ The Priority Zone is the area covered by the catchment areas of Rufforth Primary, Poppleton Ousebank Primary, St Mary's CE Primary, Copmanthorpe Primary and Carr Junior Primary.

⁵ Currently these include Poppleton Ousebank, Burton Green and Forest of Galtres, but this list may change as and when other schools join the Hope Learning Trust, York.

If fewer than 116 eligible applications are received, the unfilled places from Category 1 will be allocated first under Category 2 (Children of other major world faiths).

Category 2 (Children of other major world faiths)

Up to 5 Foundation places will be given to children of active worshipping families of other major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism) whose applications are supported by an appropriate reference.

If more than 5 applications are received, these applications will be allocated in the following order:

1. applicants who live in the **Priority Zone**⁶ (see below) and who are very regular worshippers
2. applicants who live in **other areas in the City of York** and who are very regular worshippers
3. applicants who live in other areas **outside the City of York** and who are very regular worshippers
4. applicants who live in the **Priority Zone** and who are regular worshippers
5. applicants who live in **other areas of the City of York** and who are regular worshippers
6. applicants who live in other areas **outside the City of York** and who are regular worshippers

The definition of very regular and regular worshipper is as defined earlier in this policy.

Unsuccessful applicants for Category 2 will automatically be considered for any remaining Category 1 places.

If fewer than 5 eligible Category 2 applications are received, the unfilled Foundation places will be allocated under Category 1 (Foundation places; Children from Christian denominations).

If fewer than 121 eligible Foundation applications are received, the unfilled Foundation places will be allocated under Section 2 (Community places).

SECTION 2 (COMMUNITY PLACES)

Manor CE Academy is committed to serving our local community and to working in partnership with the Local Authority and its neighbouring schools. There are 99 Community places available.

Category 3

Up to 4 places will be given to children of members of staff⁷.

If more than 4 eligible applications are received, these applications will be allocated in the following order:

1. siblings who live in the **Priority Zone**² (see below)
2. other applicants who live in the **Priority Zone**²

⁶ The Priority Zone is the area covered by the catchment areas of Rufforth Primary, Poppleton Ousebank Primary, St Mary's CE Primary, Copmanthorpe Primary and Carr Junior.

⁷ A member of staff must be in receipt of a permanent contract and have been employed at the academy for two or more years prior to the date of application (October 16). This includes both teaching and support staff.

3. siblings who live in **other areas in the City of York**
4. other applicants who live in **other areas in the City of York**
5. siblings who live **outside the City of York**
6. other applicants who live **outside the City of York**

The sibling⁸ must be attending Manor CE Academy at the date the new child would start at the academy (September 2018).

Unsuccessful applicants for Category 3 will automatically be considered for the remaining community places in Category 4.

If fewer than 4 eligible applications are received, the unfilled places will be allocated under Category 4.

Category 4

75 places will be allocated in the following order;

1. siblings who live in the **Priority Zone**
2. other applicants who live in the **Priority Zone**
3. siblings who live in **other areas in the City of York**
4. other applicants who live in **other areas in the City of York**
5. siblings who live **outside the City of York**
6. other applicants who live **outside the City of York**

The sibling⁸ must be attending Manor CE Academy at the date the new child would start at the academy (September 2018).

Category 5

Where applicants have not gained a place under any previous category, up to 20 places will be allocated by ballot⁹ for those applicants who attend schools¹⁰ within the Hope Learning Trust, York at the time of application.

If fewer than 20 eligible applicants are received, the unfilled places will be allocated under Category 4, and all applicants in Category 5 will be offered a place at the academy.

All applicants will be required to submit a separate application form, signed by the Headteacher /Principal of the primary feeder school within the Hope Learning Trust, York.

5. **False Information and Proof of Residence**

Where the Governing Body has made an offer of a place at the academy on the basis of a fraudulent or intentionally misleading application from a parent and carer, the offer of a place may be withdrawn. To help the governors fairly allocate places they may request proof of residence at the time of application. (e.g. utility bill or telephone statement).

6. **Waiting List**

The Governors will operate a waiting list for those parents/carers who are not successful in being allocated a place. Applicants who are unsuccessful in obtaining a place have the right to appeal.

⁸A sibling is defined as a brother/half/stepbrother or a sister/half/stepsister who is permanently resident at the same address. A home is defined as the parents'/carers' and child's primary place of residence.

⁹ The ballot process will be supervised by an independent verifier. A fresh round of random allocation will be used each time a child is offered a place from the waiting list.

¹⁰ Currently these include Poppleton Ousebank, Burton Green and Forest of Galtres, but this list may change as and when other schools join the Hope Learning Trust, York.

The waiting list will be ranked according to the over-subscription criteria used for admission to the academy.

Parents and carers who are not successful will need to inform the academy in writing of their wish for their child to join the list. The waiting list will close at the end of December in the year of entry.

7. **Late Applications**

Parent / Carers who move into the area and apply for a place at the academy before **31 December 2017**, will be included in the allocation. Those parents moving into the area and applying after 31 December 2017 will be added to the waiting list after the offer day.

All parents/carers already living in the area but applying for a Foundation place after **31 October 2017** will be added to the waiting list after the offer day.

8. **Applying for a place**

All applicants must complete the City of York Local Authority common application form which should be returned to the Local Authority by **31 October 2017**. This application will be deemed as making an application for a community place.

If applying for a Foundation Place, parents must also complete a Foundation Place Application Form and include a reference from their priest, minister or faith group leader. This form and references must reach the academy's admissions Clerk by **31 October 2017**.

Application forms are available from Manor CE Academy (www.manorceacademy.org) and the City of York School Services, West Offices, Station Rise, York, YO1 6GA, Tel: 01904 551554.

This policy is reviewed annually by the Governing Body in consultation with the Diocesan Board of Education.

Please complete the application forms as accurately and fully as possible.