

Manor Church of England Academy
Arrangements and policy for admission of students
(DRAFT) September 2016

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 and Health 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.

SECTION 1 (FOUNDATION PLACES)

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 15). Parents and carers who have not met the minimum time requirement **will not** be considered for a Foundation place.

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 (see section 22 of the Children Act 1989).

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

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.

If more than 121 eligible applications are received, the available places will be allocated in the following order:

1. applicants who live in the **Priority Zone**³ (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**² (see below) 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

Category 2 (Children of other major world faiths)

Up to 4 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 fewer than 4 eligible applications are received, the unfilled Foundation places will be allocated under Category 1 (Foundation places; Children from Christian denominations).

If more than 4 applications are received, these applications 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 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.

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.

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**² (see below) 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 foundation places if less than 121 eligible foundation applications are received.

If fewer than 121 eligible 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.

Category 3 (Children of Members of Staff)

Up to 4 places will be given to children of members of staff⁵. If fewer than 4 eligible applications are received, the unfilled places will be allocated under Category 4.

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
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 sibling⁶ must be attending Manor CE Academy at the date the new child would start at the academy (September 2016).

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

⁵ 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 15). This includes both teaching and support staff.

⁶A sibling is defined as a brother/half/stepbrother or a sister/half/sister who is permanently resident at the same address. A home is defined as the parents'/carers' and child's primary place of residence.

Category 4 (Community Applicants)

When awarding a place, places 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
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 sibling⁷ must be attending Manor CE Academy at the date the new child would start at the academy (September 2016).

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. (eg. 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.

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 2015**, will be included in the allocation. Those parents moving into the area and applying after 31 December 2015 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 2015** 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 2015**. This application will be deemed as making an application for a community place.

⁷A sibling is defined as a brother/half/stepbrother or a sister/half/stepsisiter who is permanently resident at the same address. A home is defined as the parents'/carers' and child's primary place of residence.

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 2015**.

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.