

*Unless otherwise stated, applications under this policy will be for children to start at the school in September 2023 in Year 7*

## 1. Introduction

Manor Church of England Academy is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1812, formerly as a maintained school and more recently as an academy. The school is part of Hope Learning Trust, York.

**The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for students aged 11 to 16.** 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.

**As a Church of England school, we welcome applications from Christian families and those of other faiths and none.** We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

**Hope Learning Trust, York (Trust) is the Admissions Authority for the school.** The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance and will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

## 2. Application Procedures and Timetable

*Please contact the school on 01904 798722 or [admin@manorceacademy.org](mailto:admin@manorceacademy.org) and/or your home local authority if you need any help in applying.*

### (a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Year 7 is always co-ordinated by local authorities.

**You should apply for a place at school in the normal admissions round by completing the online application form<sup>1</sup> of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2022.** You should do this even if your "home" local authority is not the City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination. You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.<sup>2</sup> This is so that parents/carers will receive only one offer of a place at a school for their child.

<sup>1</sup> If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

<sup>2</sup> Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

**You will receive your offer letter from your home local authority outlining your allocated school place by 1 March 2023 and should ensure that you carefully follow the instructions contained with that letter relating to taking up the place and any other relevant matters.** You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists in this letter.

*If your home local authority is City of York Council, applications can be made online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions). If you cannot complete an online application, please contact the School Services team on 01904 551 554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.*

### **(b) Supplementary Information Form**

**If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form.** This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form.

The completed Supplementary Information Form must reach the Trust's Admissions Clerk by 31 October 2022 (Please do not send a Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.) Please send forms to the Trust at Manor CE Academy marked for the attention of the Admissions Clerk. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

### **(c) Late applications**

Applications received by your home local authority after the closing date (31 October 2022) are "late applications." Their treatment will depend on the date they are received.

The Trust will consider applications that are late but which are received by [31 January 2023] at the same time as "on time" applications if the late application is accompanied by a reason as to why it is late and the Trust determines that that reason is satisfactory.

Late applications received after [31 January 2023], but before the start of the school year (01 September 2023), will always be processed as late applications. They will be considered against the same criteria as "on time" applications, assessed as at the time the application is made, but will only be considered once all "on time" applications have been processed. As such, they will have less chance of success.

Late applications received after City of York Council's period of co-ordination has ended (31 December 2022) will be considered as "in year" applications (please see section 6 on "in year" applications).

## **3. Admission number**

The school's Published Admission Number – that is number of places available for admission to Year 7 at the school in September 2022 is 240, if no more than 240 applications are received where the school is included as a preference, places will be made available for all applicants.

## **4. Allocation of places**

The school will admit **all children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP)** in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

The Trust will also consider applications for the inclusion of children with exceptional social or medical needs for priority.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with a Statement of SEN or an EHCP whose Statement or EHCP names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

## 1. Looked after children and previously looked after children

Children who are either currently or have previously been 'looked after'. This applies to all children who are currently in the care of the local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

## 2. Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

Up to 121 places will be available for those applicants satisfying the requirements for a Foundation Place. The actual number of places offered under this criterion will be determined by the number of applicants eligible for a Foundation Place. If all Foundation Places are not allocated, the remainder will become available for other applicants.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least twice a month for at least two years immediately prior to the date of application would be classed as a very regular worshipper, and once a month as a regular worshipper. The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland, a local Churches Together group, the ~Evangelical Alliance and/or Affinity Churches. For up to date information on membership of Churches Together In Britain and Ireland, please visit their website at [www.ctvi.org.uk](http://www.ctvi.org.uk).

In the event that there are more eligible applicants satisfying the minimum requirements for a Foundation Place than there are within the 121 place allocation, priority will be given as follows:

### 1. Applicants who are "very regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least twice a month for at least two years immediately prior to the date of application ("very regular worshippers") will get priority over others satisfying the minimum worship requirement. "Very regular worshippers" will be given priority in the following order:

#### A. Very regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of

(1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) StMary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary

#### B. Other very regular worshippers

### 2. Applicants who are "regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least once a month for at least two years immediately prior to the date of application ("regular worshippers") will be given priority in the following order:

#### A. Regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary

#### B. Other Regular worshippers

If there are more eligible applications within any of the above sub-criteria than there are remaining places available, the places will be allocated within the sub-criterion in accordance with the tiebreaker outlined below.

**In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in appendix 2 below which includes verification of attendance at worship from your minister of religion.**

Those falling outside the Foundation Place allocation will be considered under the next relevant criterion.

### 3. Children of staff employed at the school

*Up to 6 places will be available for children of members of school staff. If all 6 places are not allocated, the remainder will become available for other applicants in accordance with the criteria below.*

*A member of staff must be employed by the academy trust and must have been employed to work at Manor academy for two or more years prior to the date of application. This includes both teaching and support staff.*

***In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Application Form as outlined in appendix 2 below.***

### 4. Children attending the Hope Learning Trust Schools of Poppleton Ousebank, Forest of Galtres, Burton Green, Baldersby St James and Skelton Primary schools [who live outside the school's Priority Area]

*Up to 20 places will be allocated by ballot to children who live outside the school's Priority Area and who attend the above named feeder primary schools at the time of admission who live outside the school's Priority Area Zone.*

*The Priority Area Zone for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary  
No applicants living within this Priority Area will be eligible under this criterion.*

*The ballot will be supervised by someone independent of the academy and the Trust. If all 20 places are not allocated, the remainder will become available for other applicants in accordance with the criteria below.*

### 5. Children who live in the Priority Area with siblings who will be on roll at the school at the proposed date of admission

*The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary*

*"Siblings" for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence. For the purposes of this criterion, a child will be another child's brother or sister if they are their natural brother/sister; adopted brother/sister; half brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.*

### 6. Other Children living in the Priority Area

*The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.*

### 7. Children who live outside the Priority Area with siblings who will be on roll at the school at the proposed date of admission

*The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary  
Please see criterion [5] above for the requirements and definition of siblings.*

### 8. Any other Children

**Tie- Breaker** – Save as set out at criteria 2, 3 and 4 above, if there are more applications within any given criterion or sub-criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion or sub-criterion who live closest to the school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies. If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

**Address** – You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application. The correct address to be used for the purpose of the local authority's application process will be used for the purpose

of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

## 5. Time for admission

### (a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2023.

### (b) Deferring admission: admission outside of normal age group

Parents/carers may seek to delay their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. Parents/carers considering requesting admission out of the normal age group are encouraged to contact the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the Trust has committed to be part of the City of York Council's co-ordinated deferral policy. Further details can be found here: [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions). As such, where a decision is covered by that policy, a co-ordinated decision will be made by York schools and academies in conjunction with the City of York Council, by which (in the absence of exceptional circumstances) schools and academies within the City will agree to be bound. Where your child deferred entry to primary school or has previously been educated outside of their age group, and this decision was made by an admissions authority in the City of York as part of a co-ordinated decision in accordance with the City of York Council's deferral policy, then you should apply for a place in Year 7 in the same way as for other children in your child's current year group. If this is not the case and your child has not previously been educated outside of their normal age group, or is new to York or the UK education system, you should request such a deferral as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2022.
- by the same deadline, the parent/carer should also submit a written deferral request to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account.

This will allow requests to be considered prior to National Offer Day. If the request is approved, then the application and preferences originally submitted will be considered for Year 7 and a decision will be made on the basis of the original application. If a request is not approved, parents/carers should make an "in-year" application at the appropriate time a place is required. We will endeavour to process requests to defer received after 31 October 2020 within 6 weeks from receipt.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

### (c) Accelerated admission

Exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group are encouraged to contact the school

at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (b) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 31 October 2021. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.<sup>3</sup> The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

## 6. In-year admissions

In-year admissions are admissions outside the normal admissions round.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 798722 or email us at [admin@manorceacademy.org](mailto:admin@manorceacademy.org) to find out about any in-year vacancies.

*Please note that there may be several interested applicants for any available place and that the City of York Council hold waiting lists of refused and requested preferences for all year groups at all schools. There may therefore be other applicants who are more entitled to an available place at the time at which a place becomes available.*

### (a) Application process

The school is part of the City of York Council's co-ordinated in-year admissions scheme. As such, if the City of York Council is the home local authority, you should complete the City of York Council's in-year online application,<sup>4</sup> including the school as one of your preferences, no later than 20 school days before the place is required. The online application form can be found at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions). The City of York Council will then liaise with the Trust as appropriate. If City of York Council is not your home authority, you should check with your home local authority whether they co-ordinate in year admissions. If they do, their procedures should be followed. Otherwise, please contact the school to obtain a copy of the school's in-year application form and return it to the school directly.

If you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Manor CE Academy marked for the attention of the Admissions Clerk at the same time as submitting your in-year application.

### (b) Determination of application

Whilst the school does have a published admissions number of 240, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out above. The oversubscription criteria will be applied as at the date the place becomes available.

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<sup>3</sup> as the date of birth will fall outside the normal date of birth range for the required admissions round

<sup>4</sup> If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

You will be notified of the outcome of your application by City of York Council or (if the City of York Council is not your home local authority) the school, who will also notify your home local authority that the place has been offered. If the application is refused, the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see below).

### **(c) Start date**

Where a child is changing schools due to relocation, the place may be taken up once the school has been able to make suitable arrangements. However, where a child is changing schools for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day as determined by the school.

### **(d) Fair access**

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol. This Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol will take priority over this policy.

## **7. Waiting List**

If the school is oversubscribed, a waiting list will be established.

Parents/carers who are not successful in obtaining a place in the normal admissions round will need to inform their home local authority in writing of their wish for their child to join the school's waiting list. The waiting list will be maintained by City of York Council.

Parents/carers who are not successful in obtaining a place following an in-year application received during the 2021/2022 academic year will automatically be placed on the waiting list.

City of York Council will maintain the waiting list on behalf of the Trust from the offer day (1 March 2022) until 31 August 2022, at which time the waiting list will be reset. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year, which is the date on which the waiting list will be reset and, in the absence of a new application, all names on the list will be removed. City of York Council also maintain in-year waiting lists on behalf of the Trust.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Admissions Clerk). Each additional applicant or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

## **8. Appeals**

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2023.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

## **9. False Information**

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place. In the event that a place is withdrawn, the application will be considered afresh.

Continued (Supplementary Information form)





## Confirmation of regular attendance at worship

*For completion by your minister of religion*

I hereby confirm that:

- (1) The aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service (please tick):
- On average at least twice a month for at least two years immediately prior to the date of application.
  - On average at least once a month for at least two years immediately prior to the date of application.
- (2) That worship has taken place at a Christian Church, being a Church with full membership of Churches Together in Britain and Ireland, a local Churches Together group, The Evangelical Alliance and /or Affinity Churches.

**Name and address of place of worship attended:**

\_\_\_\_\_

\_\_\_\_\_

Name:	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

*\*In the event that you have attended worship at different Churches during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these Churches would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each Church to complete this form specifying the relevant periods of attendance and frequency.*

## Confirmation of attendance at feeder school *(for completion by your headteacher)*

I hereby confirm that the aforementioned child attends the following school (please tick):

*Poppleton Ousebank, Primary School  
Forest of Galtres Primary School  
Burton Green Primary School  
Baldersby St James  
Skelton Primary*

Name of headteacher:	
Headteacher signature:	