

## **ADMISSIONS POLICY 2018-19**

### **1. General Arrangements**

#### **1.1 Entry to Nursery**

Manor Park Primary Academy has one intake for entry into Nursery in the Autumn term. We offer part time education for children from the September after their third birthday.

#### **1.2 Entry to Reception**

A separate application must be made for all children for entry into the Reception year regardless of where they attend nursery or pre-school.

We offer full time education to children from the September before their fifth birthday. Parents may request to defer their child's entry to Reception until later in the Reception year, but not beyond statutory school age. If the parent of a summer born child wishes to defer their child's entry until the start of Year 1, they must re-apply for a school place at that time.

Parents may also request to stagger entry from part-time to full time attendance. Individual requests will be considered.

Where the child is attending the school nursery, a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school nursery.

### **2. Applications**

#### **2.1 Nursery**

Applications for a nursery place to Manor Park Primary Academy must be made directly to the school. The closing date for applications will be in line with that of the London Borough of Sutton. Applications for the school outside the normal point of entry to Nursery should also be made to Manor Park Primary Academy.

#### **2.2 Reception**

Applications for a Reception place must be made through the London Borough of Sutton's Admissions process. The LB Sutton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary Schools. Information about the Pan-London Scheme as well as the closing date for applications is published on the Council's web site ([www.sutton.gov.uk](http://www.sutton.gov.uk)).

Application for the school outside the normal point of entry to Reception should also be made to the London Borough of Sutton.

### 3. Admission Number

The Published Admission Number (PAN) in Manor Park Primary Academy is 90. The maximum number for Nursery is 52 (26 am and 26 pm).

### 4. Admissions and Oversubscription Criteria

#### 4.1 Nursery

When Manor Park Primary Academy nursery is over-subscribed, applications for admission in 2019/2020 will be ranked against the following factor:

- Children who have reached the age of 3 years before 1 September 2019

Applications will be prioritised as below:

- a) Children in care or previously looked after children (see notes at 4.3.1)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see notes at 4.3.2)
- c) Where a sibling is already in the school at the time of admission (see notes at 4.3.3)
- d) Straight line distance between the child's home address and the main school (see notes at 4.3.4)

Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), and home to school distance is equal, rank order will be randomly generated.

#### 4.2 Reception/Mid-Term

When the school is over-subscribed for any year group, applications for entry in 2019/2020 will be ranked against the following factors:

- a) Children in care or previously looked after children (see notes at 4.3.1)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see notes at 4.3.2)
- c) Where a sibling is already in the school at the time of admission (see notes at 4.3.3)
- d) Straight line distance between the child's home address and the main school (see notes at 4.3.4)

Please note children with an **Educational Health Care Plan (EHCP)** naming a particular school will be admitted before all other applicants. The admission numbers in section 3 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), and home to school distance is equal, rank order will be randomly generated. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

### **4.3 Notes**

#### **4.3.1 Children in care or previously looked after children**

A child in care is a child who is (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 (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

#### **4.3.2 Professionally Supported Medical Reasons or Exceptional Social Reasons**

Applicants wishing to be considered under this criterion must supply **professional evidence** supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the Admissions Committee will consider if the evidence provided demonstrates that the child must attend this school and cannot reasonably attend an alternative school.

Parents are responsible for providing the evidence to support an application for a medical or social placement. Any application that does not have the supporting evidence will not be considered for priority and the school is not responsible for ensuring parents provide it. Please note that it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

Applicants will not be individually advised if their application has been prioritised under this criterion.

#### **4.3.3 Siblings**

Sibling refers to 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, who is living as part of the same family unit at the same address, Monday to Friday.

Siblings in Year 6 at the time of an application to start Reception in September 2019 will not qualify as a sibling.

#### **4.3.4 Straight Line Distance**

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will

be the main entrance to Manor Park Primary Academy, Greyhound Road, Sutton, Surrey SM1 4AW. All distances will be measured by the Sutton School Distance Checker.

The child's home address excludes any business, relative's or child-minder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child. However all available evidence will be considered.

The address to be used for the allocation of places will be the child's address at the closing date for applications. Changes of address up to dates stated in the Sutton Co-ordinated Admissions scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and Local Authority of any change of address.

Please note:

- Applicants in short term rented accommodation may be asked to provide evidence of their current and former housing arrangements.
- Where an applicant has ownership of a property, that address should be used for the purposes of school admission, and the applicant must provide evidence and reasons for the use of any other address.
- The local authority will always investigate a case where the application address has previously been used to gain a school place fraudulently.
- Where it is found an address has been used for the purposes of admission where the child is not ordinarily resident, the application and any place offered will be withdrawn.
- An offer found to have been gained fraudulently will be withdrawn. This may also be the case where the child has started the school.
- In some cases, places may not be withdrawn once a child has been attending the school for a term or more. In these circumstances future sibling applications will not be given sibling priority for places and will be considered under the next appropriate criterion.

## **5. Waiting lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with an EHCP and those to be admitted through the borough's Fair Access Protocol will take priority over children on a waiting list.

Waiting lists for entry to Reception in September 2019 will be maintained until the last school day of the Summer term. Parents wishing to remain on the waiting list after this date must write to the school by 15 July 2019, stating their wish and providing their child's name, date of birth and the name of their current

school. After 15 July 2019, parents whose children are not already on the waiting list but who wish them to be so must make an application through the mid-term admission process. Waiting lists for other year groups will be reviewed at least once a year.

Nursery waiting lists will remain in operation until the end of the academic year.

## **6. Late Applications**

If your application is made after the closing date or you change your existing preferences after this date, your application will be treated as late. A late application will not be considered until after all those that were received on time.

If the application is late or preferences are changed for 'good reason', such as a change of address, these will be considered as 'on time' providing the evidence that the change has taken place is received before 9 February 2019. Any applications or changes from this date may not be considered until after 16 April 2019.

To help us decide whether cases are late for 'good reason', parents must submit written evidence giving details of their case. A copy of their new council tax bill together with a solicitor's letter regarding contract completion or a copy of the new tenancy agreement, must accompany changes of address.

## **7. Appeals**

Applicants who are not offered their first preference school will be given a right of appeal for all schools of a higher preference than the school offered. Outcome letters will give details of how to lodge an appeal.

There is no right of appeal against a decision not to offer a nursery place.

## **Monitoring and Review**

These admission arrangements are monitored by the Governing Body and will be reviewed annually, or earlier, if necessary.