



# Manor School Admissions Policy

Consultation Document  
for Admissions  
September 2019 onwards

**DRAFT**

Date of next review: Sep 2018

Manor School Didcot Academy Trust is a single academy trust. The Governors will work closely with Oxfordshire County Council and will use the Council as their agent for the processing of applications for places. All pupils attend school free of charge.

## **GENERAL INFORMATION FOR PARENTS.**

1. The Authority is responsible for admissions to Manor School.
2. The intended admission number for entry into Reception year group each academic year will be 60.
3. The present policy of Manor School is to offer a full time Reception class (EYFS) place to children at the beginning of the school year in which they attain the age of five (the September after their 4<sup>th</sup> birthday). Parents have the option to delay the start date if they wish, however all children are required by law to attend school full time from the start of term after their 5<sup>th</sup> birthday.
4. It is the parent/carers responsibility to apply for a school place.
5. Parents seeking a place for their child at Manor School may online by using the link on Oxfordshire County Council's website [www.oxfordshire.gov.uk/primaryadmissions](http://www.oxfordshire.gov.uk/primaryadmissions)
6. This process needs to be completed by the date set by the admissions team each year which is usually mid January. The CAPF form needs to be returned to school or the Oxfordshire Admissions team.
7. Parents will receive notification from the Oxfordshire Admissions team telling them which school they have been offered a place at and the acceptance forms must be returned by the date stated in this notification.
8. The school will admit all applicants unless they number more than the intended admission number of 60, in which case the Admissions team will decide which pupils will be allocated a place.

## **PRIORITY FOR ADMISSION**

### Early Years Foundation Stage (Reception Class)

#### 1st priority:

Pupils who are in receipt of a statement where the Authority has named a particular school or unit as necessary to meet the pupils needs.

#### 2<sup>nd</sup> Priority

Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application, and who will still be looked after at the time when they are due to be admitted to the school.

#### 3rd Priority:

Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Disability Discrimination Act 1995 as amended.

#### 4th Priority:

Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:

a) First priority in category 4 will go to those children with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. However, if there are more applicants than places in category 4(a) priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

b) Second priority in category 4 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

#### 5<sup>th</sup> Priority

Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the

#### 6<sup>th</sup> Priority

Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families Geographic Information System.

### **YEARS 1 - 6**

Families who approach school for a place in Year 1 – 6 will be considered in line with our previously explained priority for admission criteria.

### **FURTHER POINTS.**

Parents are encouraged to read carefully the booklet 'Starting School' published by Oxfordshire County council outlining the broader issues concerning admission including the right of appeal.

We are happy to help with enquiries related to the applications process but would like to point out that we are not in a position to guarantee the offer of a place at our school.