

Manorfield CE Primary School: Oversubscription Criteria

Before applying the over-subscription criteria, a place will be allocated for any child with an Education Health and Care Plan (EHCP) that names Manorfield C of E Primary School as the school the child must attend. This place will be allocated within the PAN, before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If more parents express a preference for the school than the published number of places for new admissions, the following criteria will be used to rank applications and allocate places:

CURRENT CRITERIA & ORDER		PROPOSED CRITERIA & ORDER 2025-26	
1	Looked after children or previously looked after children (<i>see note i</i>)	1	Looked after children or previously looked after children (<i>see note i</i>)
2	Children who live in the catchment area (<i>see note ii</i>)	2	Children who live in the catchment area (<i>see note ii</i>) AND who will have a brother or sister attending Manorfield CE Primary School at the same time at the point they are attending (<i>see note iii</i>)
3	Children who will have a brother or sister attending the same school at the same time at the point that they are attending (<i>see note iii</i>)	3	Children who live in the catchment area (<i>see note ii</i>)
4	Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (<i>see note iv</i>)	4	Children who will have a brother or sister attending Manorfield CE Primary School at the same time at the point that they are attending (<i>see note iii</i>)
5	Children living at a home address nearest to the school	5	Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (<i>see note iv</i>)
		6	Children of a member of staff at the school (<i>see note v</i>)
		7	All other children

Notes:

- i. Looked after children are those who are (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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to school. Previously looked after children are those who were looked after but immediately after being looked after became subject to an [adoption order](#)^{*}, [child arrangements order](#)^{*} or [special guardianship order](#)^{*}, including those who appear to the admission authority to have been in [state care](#)^{*} outside of England and ceased to be in state care as a result of being adopted.
- ii. For the purpose of processing a school application, a single [home address](#) where the child normally lives will be used. Where parents claim equal or dual residency, they must prioritise one address over the other. In the event that parents do not agree on the child's home address by the closing date for applications, this will be taken as the address where the child resides for the majority of the school week, or where residency is split equally, it will be the address where the child is registered with the doctor.
- iii. Brother / sister includes half brother or sister, step brother or sister, legally adopted or fostered child being regarded as the brother or sister, or the child of a parent's partner, living in the same family unit at the same home address as the child for whom a school place is being sought.
- iv. For serious medical conditions or exceptional social or domestic needs, evidence or supporting documentation from the lead professional (eg a doctor or a social worker) must be supplied and submitted by the application deadline to confirm the circumstances of the case and set out why that makes it essential for the child to attend Manorfield C of E Primary School and no other school. Applicants will only be considered under this criterion if they have explicitly indicated they wish their

^{*} See section 19 of full policy for 'definitions'

application to be considered under [medical / social need](#)*.

- v. The member of staff must have been employed at the school on a permanent contract for two or more years at the time at which the application for admission is made.