



Manorfield Church of England Primary School

Admissions Policy 2025-26

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member schools. Based upon our shared ethos and our values of wisdom, collaboration, respect, integrity, inclusivity, and compassion, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Version	Approval Level	Document History	Date	Review Period

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Introduction

Purpose of the Policy

This policy sets out the admission arrangements for the purposes of allocating school places at Manorfield C of E Primary School in an open and fair way.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality with the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Leicester Diocese Values: It is expected, as members of a Church of England School, that attitudes and behaviours will reflect Christian values and principles.

1. Admissions Principles

Embrace Multi Academy Trust is the admissions authority responsible for the admissions policies and decisions on applications for admission to the schools within the trust. Each school has individual admissions arrangements for each academic year. All admissions policies are reviewed and determined annually. They are written to comply with the School Admissions Code and School Admissions Appeals Code. Leicestershire County Council Admissions coordinate first time admissions, using a common application form (CAF).

2. Published Admission Number

Our Published Admissions Number (PAN) for the normal point of entry into reception at Manorfield C of E Primary School is 60. Admissions to other year groups will be based upon the prejudice to:

- (a) the provision of education and
- (b) the efficient use of resources.

The school's local governing board has agreed an admissions limit of 60 for the other year groups. This is the number of places in classes beyond reception which reflects infant class size regulations for key stage one classes and takes into account practical limits for all other years.

3. 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 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.

4. Allocating Places

In the event of oversubscription in any of the above criteria, the local governing board will take those children whose home address is nearest to the school. This will be determined by the local authority's computerised measuring system of distance in a straight line from the centre point of the property to the school's main designated front gate. Blocks of flats will be treated as equidistant from the school. Where there is equal distance then lots will be drawn (see section 5. Tiebreaker).

Multiple Births

Where possible, all the children of a multiple birth (ie twins, triplets etc) will be admitted. This can mean going over infant class size limits, as this is a permitted exception to the limits.

* See section 19 'definitions'

Service Personnel and Crown Servants

Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide evidence of their intended address. Parents may request that a unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

5. Tiebreaker

In the event that applicants for the last place(s) have identical ranking order and cannot be prioritised using distance as detailed above because the distance measurements are the same, random allocation via the drawing of lots will be used to decide which children will be offered the remaining places which will be overseen by an independent person.

6. Full or Part time Attendance

A parent may apply for their child to start school for the first time at the start of the autumn term following their fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until reaching statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part-time basis, they must first meet the headteacher to discuss their choice and agree the arrangements.

7. Deferred Entry

While a child is below statutory school age, the parent may choose to defer their child's entry to school until later in the school year. Parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the summer term in that school year. If a parent wishes to defer entry for their child, they must discuss this with the headteacher prior to the start of the autumn term.

8. Summer Born Children and Delayed Entry into Reception for the Following Year

Summer born children are those born between 1 April and 31 August. Each application for delayed entry is treated by the school on an individual basis, considering the circumstances and evidence supplied from the parents and professionals who know the child.

If parents wish to request delayed entry, they need to apply for their child's admission in the chronological year (ie the year in which the child would normally be entering school) and at the same time submit a request to the school for delayed entry to reception for the following year. If the local governing board agree this after reviewing the evidence for the request in consultation with the headteacher and any others involved with the child, then the place cannot be held open, and the parent will need to apply for a place again the following year in the normal way. The application will then be treated and ranked according to the criteria published in the admission arrangements along with all others received.

Parents should be aware that although the delayed entry may be agreed, there is no guarantee of a place being available at the school for the following year. If delayed entry is agreed, it will only apply to the school that granted approval. If the child moves school or transfers to secondary school, the parents will need to apply to the relevant admission authority to approve the request for their child to be admitted outside of their chronological age group.

9. Admission of Children Outside of Their Normal Age Group

Parents may apply to the local governing board to seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Decisions about these requests will be made 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 views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical or other professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the headteacher will also be taken into account. When informing a parent of the decision on the year group the child should be admitted to, reasons for the decision will be clearly set out.

10. Late Applications

Applications received after the closing date set by the Local Education Authority will be considered after places have been allocated to those applications received on time, using the over-subscription criteria as for on time applications.

11. Accepting / Rejecting a School Place

If your child is offered a school place and you are happy with that offer, you do not need to do anything else. If you wish to decline the offer of a school place, you must inform School Admissions at the Local Authority in writing as soon as possible.

12. False Information / Withdrawal of Places or Offers of Places

1. Where an offer of a school place has been made on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

13. Waiting List

A waiting list for first time admissions will be until the end of December of the year of application for main round applications. The waiting list is updated and ranked according to the oversubscription criteria when applications are withdrawn or added.

14. Appeals

In accordance with the Admissions Appeals Code, applicants who have been refused a place for their child at the school may appeal against the decision to an independent appeals panel. Details of how to appeal will be included in the refusal letter.

All appeals must be received within 20 days of the receipt of the refusal letter to be heard on time. [Please note that places in infant classes are restricted to 30 under the infant class size regulations].

15. Applying for a School Place

To apply for a place for September 2025, parents must complete the Common Application Form (CAF) available from the home authority in whose area the child resides. For those resident in the local area this is Leicestershire, and full details about the application process, a link to the online CAF, and a list of schools in

the Leicestershire local authority area can be found at: [School admissions | Leicestershire County Council](#)

In order for the application to be considered as 'on time' the CAF must be submitted to your home local authority by 23:59 hours on 15 January 2025. The CAF should be completed and submitted using the home local authority's 'online' procedure, or via a paper form available from the home local authority's admissions service. A paper form is available from the Leicestershire school admissions team (0116 3052070) and completed paper applications should be returned to: School Admissions, Leicestershire County Council, County Hall, Glenfield, Leicester, LE3 8RF.

Parents will receive an admission decision in writing from the local authority on or around 16 April 2025, according to the procedure set out on the local authority's school admissions website.

16. In-year (mid-term) Admissions

The school is part of the local authority's coordinated admission arrangements scheme for mid-term transfers for all year groups. Before making an application, parents should contact the headteacher to enquire if places are available and arrange a visit to the school. Mid-term transfer applications should be made via the local authority online system on the admissions service website at: [School admissions | Leicestershire County Council](#)

Where there are more applications than places, the school's published oversubscription criteria will be applied to rank applications and allocate places. If a place is not available, parents will be informed of their right to appeal and how they should do this in the refusal letter.

17. Children with Special Educational Needs and Disabilities

Children are admitted to the school in accordance with the admission criteria. We do not discriminate for or against children with special educational needs or disabilities and ask parents to fully inform the school of the nature of any known educational, physical, medical or social needs when expressing a preference for their child to attend this school. This information will ensure that the child's entry to the school is as smooth as possible and help inform the level of provision the school can make to meet the individual needs of the child.

18. Fair Access Protocol

Manorfield CE Primary School will participate in full with the Leicestershire Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the PAN of a school that is already full.

19. Definitions

Adoption order

An order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Brother or 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 the school place is being sought.

Child arrangements order

An order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Exceptional medical and social need

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements.

Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend Manorfield C of E Primary School. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have demonstrable and significant need to attend a particular school.

Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing the evidence does not guarantee that a child will be given priority and decisions will be made on the merits of each case.

Home Address

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.

Parents

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Special Guardianship Order

Defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).

State Care

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, ie a charity group that benefits society, but does not include private fostering whether in England or from outside of England.