



Admissions Policy for Manor Primary School – 2024/2025

Reception Admission

Our published admission number is 60

For admissions in September 2024 Manor Primary School will be part of the co-ordinated admission arrangements with Walsall Council.

Applications for admission to Reception should be submitted online to their home authority. Parents will be able to list preferences for up to three schools in their Walsall application and rank them in order of preference. All applications for named school will be considered in accordance with each school's published admission criteria. Parents will receive written confirmation of an offer of a school place.

If a child does not meet the admission criteria for any of their parents preferred school then Walsall Council will allocate a place at the nearest alternative school with vacant places.

Full details of the coordinate scheme and the timetable for applications are set out in the '**Information for Parents on Admission to Primary Schools in September 2024**' booklet which is published by Walsall Council.

Over subscription

If the school is oversubscribed, the following criteria will be adopted:

- a) Children in public care and previously looked after children
- b) Children who have a brother or sister still attending school at the time of entry
- c) Where there are medical grounds (supported by a doctor's letter)
- d) Distance from the school. This will be measured in a straight line from a designated point of the home address to a designated point of the school using the local authority's GIS software, with priority given to those living closest.

In event of over subscription for any year group the above criteria will apply.

Additional Information

General:

The School will agree any changes to its admission arrangements in accordance with the procedures given in the current "School Admissions Code" of the DFE. The Governing Body will establish arrangements for appeals against non-admission, which will be heard before an independent panel. Details of appeals arrangements will be published each year.

1. Admissions Timetable

For admission to the Nursery parent(s) should make enquiry with the school office about the procedure and timetable to be followed.

For the school the Governing Body will adopt and work to the timetable established by Walsall Council, under the scheme of coordinate primary admissions. All applications will be considered in accordance with the Governing Body's published admission criteria.

2. Late Applications

The online portal will close for primary applications after 14 January 2024. After this date applications must be made on a Walsall Late Application Preference Form. Walsall Late Application Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are processed as late applications. Any request to change the name or ranking of a school made after the closing date will be processed as a late application.

Late applications will normally be considered for places after all the applications that were received by the Closing Date. Therefore, it is very likely that late applicants will not be offered a place at one of their preferred schools.

Applications received after the closing date will be passed to the appropriate Admission Authority for consideration under its Late Application Policy. Each Admission Authority is required to publish its own Late Application Policy which explains how late applications will be dealt with. The Late Application Policy for all Walsall community and voluntary controlled schools is shown below.

- Applications made after the closing date but before the notification date will, if in the assessment of the Governors' Admissions Committee they are being made late for a good reason, be considered on an equal footing with all applications received by the closing date.
- Applications made after the closing date but before the notification date, which in the assessment of the Governors' Admissions Committee are NOT being made late for a good reason, will be placed on the waiting list in the event of all places being already filled in accordance with the over-subscription criteria.
- Applications made after the notification date will be placed on the waiting list in the event of all places being already filled in accordance with the over-subscription criteria.

- In the event of places remaining vacant on or after the notification date, then any late applications whether late for a good reason or not will be considered and determined by the Admissions Committee and the over-subscription criteria will be applied, if this becomes appropriate.

In this context a “good reason” means that the family moved into the Walsall Borough after the closing date, or the parent(s) were unable to submit the application by the closing date on account of exceptional circumstances; such exceptional circumstances must be explained to the Governors in writing. The Governors may at their discretion ask for confirmatory evidence.

3. Waiting List

A waiting list will be maintained in respect of the Nursery until the end of the period of nursery education with the school.

Waiting Lists for all Walsall schools, other than Walsall Academy, will be maintained by Walsall Council. Parents may enquire about their child’s position on any Waiting list by telephoning the Admissions and Pupil Place Planning Team (01922) 652585.

Waiting lists will be kept for one term only and then discarded. From 1 January 2023 parents who wish their child to be added to a new waiting list should write to the Admissions and Pupil Place Planning Team to request this.

4. Policy for deferred entry to Reception

Children reach compulsory school age on the first day of the term following their fifth birthday. However, all Walsall primary schools provide full time places for pupils in a reception class from September in the year before children reach their fifth birthday.

If parents prefer their child to start school later than 1 September 2023 they have the option of deferring the child’s entry until later in the 2023/24 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception class.

Parents are not able to defer entry beyond the beginning of the term following their child’s fifth birthday or beyond the academic year for which admission is sought.

The effect of this is that the place is held for that child and is not available to be offered to another child.

5. Admission of ‘summer born’ children to Reception

Summer born children, (born between 1 April and 31 August) reach compulsory school age in the September following their fifth birthday (or on their fifth birthday if it falls on 31 August). Parents of summer born children may submit a request for their child to be admitted to a reception class in the September following their fifth birthday, at the point at which other children in their age group are moving from the reception class to year 1.

Parents seeking a place for their child outside of their normal age group in a community or voluntary controlled primary school should make a request in writing to Walsall Council providing details of the reason for the request and supporting medical evidence or evidence from the child’s current head teacher if appropriate demonstrating that deferred admission to Reception would be in the child’s best interests.

Requests for deferred admission to Reception in respect of children who would normally be admitted in September 2024, must be submitted by 14 January 2024. Late requests will only be considered where there are exceptional circumstances which prevented the request from being submitted by 14 January 2024 (such as a diagnosis of a relevant medical condition which is made after the closing date).

When an application for deferred admission to reception at the point at which other children in their age group are moving into Year 1 is received for a community or voluntary controlled primary school, Walsall Council, as admission authority for the school, will make the decision on whether or not to grant the request based on the individual circumstances of each case. Requests will only be approved in circumstances where it is in the best interests of the child to defer admission to Reception.

Parents seeking deferred admission to Reception in a voluntary aided school, foundation school or in an academy should submit a request directly to their preferred school. They must also notify the Local Authority in writing of the request and must complete a Local Authority application for the year of admission.

6. Mid Year Admissions

The Local Authority coordinates the midyear admission process for applications to all Walsall primary and secondary schools and academies.

Parents who wish to apply for admission to any Walsall maintained mainstream primary should submit an online application through the School Admissions pages of the Walsall Council website. Applications may not be made directly to any maintained mainstream primary school.

Explanatory Notes for Oversubscription Criteria

The definition of a brother or sister is:

A brother or sister sharing the same parents;
half-brother or half-sister, where two children share one common parent;
step-brother or step-sister, where two children are related by a parent's marriage;
adopted or fostered children.

A brother or sister must normally be living at the same address when the offer of a place is made.

The definition of children in public care (looked after children) is:

Children who are in the care of a local authority or provided with accommodation by a local authority and previously looked after children who were looked after but ceased to be looked after because they were adopted or became subject to a residence order or special guardianship order.

Social or medical factors

The medical or social grounds must relate to the child.

For example: Medical evidence from a medical professional or social evidence from an appropriate professional (e.g. a social worker) should state why the school is the only one that can meet the child's needs and will be subject to review by the Governing Body.

Definition of a home address

The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- Owned by the child's parent, parents or guardian'
- Leased to or rented by the child's parent, parents or guardian under lease or written agreement of not less than six months duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the school and would not have qualified for a place on the distance criterion.