



Manningtree High School

Admission Policy

2019/20

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ADMISSION OF STUDENTS TO MANNINGTREE HIGH SCHOOL– September 2019

The process of applying for places at Manningtree High School and the offer of places will be in accordance with the Co-ordinated Admission Scheme as set out in the Secondary Education in Essex booklet for the academic year 2019/20.

Our aim is to serve the educational needs of children in the local community.

Policy and Numbers

Students will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions in each year group, commencing 1st September, will be 174.

Procedure

Admission at age 11:

Parents must make an application following guidance issued by the Planning and Admissions Department of the Local Authority. Dates by which applications must be made are indicated in the information received by parents. Late applications will be dealt with as advised and published by the Local Authority.

The Planning and Admissions Department of the Local Authority will inform parents of the result of their application on 1st March 2019.

Oversubscription

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in Care, or a child who was previously looked after (but immediately after being looked after became subject to an adoption residence or special guardianship order), will be offered a place, in accordance with the guidance of the Local Authority, and therefore accorded the highest priority.
2. Students from the seven main Feeder Primary Schools (listed below) or children whose habitual home is in the priority admission area (map of priority admission area at page 6).

Ardleigh St Mary's Church of England Primary School
Bradfield Primary School
Dedham Church of England Primary School
Great Bromley, St George's Church of England Primary School
Highfields Primary School, Lawford
Lawford Church of England Aided Primary School
Mistley Norman Church of England Primary School

3. Siblings of students on roll at the date of entry (see definition page 4).
4. Children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Any other applicants.

In each of the above criteria, priority will be decided on proximity of the child's home to the school, with those living closer being accorded the highest priority.

Waiting List

A waiting list will be kept by Essex County Council until the end of the first week of the autumn term and thereafter by the school until the end of the school year. The school's waiting list is reviewed annually, in September.

Admission of students other than the September intake of their transfer to secondary education

Where students aged 12 to 16 years apply for a place they will be admitted according to the criteria of the Admission Policy, unless they have a sibling currently attending the school and are living in the school's priority area, in which case they will be allocated a place second to any Child/ren in Care, or Child/ren previously in Care. If acceptance of a place is not received, the offer will be withdrawn after 14 days. In accordance with the Education (Pupil Registration) (England) Regulations 2006, students will be entered on to the admission register and attendance register from the beginning of the first day on which the school has agreed with the child's parent, or been notified that the student will attend the school. If a student fails to attend on the agreed or notified date, the school will establish the reason for the absence and mark the attendance register accordingly. Any student who fails to attend without reason, and where the school is unable to make contact with the parent/carer, may be removed from the school roll after the statutory period of time has elapsed and the Local Authority will be informed.

For mid-year applications, a mid-year application form needs to be completed and returned directly to the Admissions Officer at Manningtree High School. A copy of the application form is available on request from our school either via our website or the Admissions Officer. Mid year admissions may be subject to a managed moved protocol.

Additional Information

Children with an Education, Health and Care Plan (EHCP) will be admitted where the school is named in the EHCP.

Definition of Children in Care

A Child in Care, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 the definition in Section 22(1) of the Children Act 1989).

Clarification of admission selection criteria

The definition of a sibling will be the same as the Local Authority uses:

For applications made in the normal admissions round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address, who attends the preferred school in any year

group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, **will not** be treated as siblings.

For mid-year applications a sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. Biological siblings who attend the preferred school will be treated as siblings irrespective of their place of residence.

(Taken from ECC Secondary Education in Essex – Your Guide to transferring from primary to secondary school 2018/2019.)

All straight line distances are calculated electronically by the Local Authority. The data plots the co-ordinates of each property and provides the address points between which straight line distance is measured and reported to three decimal places.

Governors confirm that for mid-year allocations the oversubscription criteria will apply. In each of the above criteria, priority will be decided on proximity of the child's home to the school, with those living closer being accorded the highest priority.

Should it be found that a place has been obtained on a fraudulent basis; the offer/place will usually be withdrawn.

