



Manor Drive Primary Academy

ADMISSIONS POLICY

**In force with effect from
September 2025 admissions round**

Presented to:

Date approved: ¹	14 December 2023
Date reviewed: ²	
Date of next review: ³	

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus one year

Manor Drive Primary Academy admission arrangements for September 2025

Please note Manor Drive Primary Academy is open for Reception, Year 1, Year 2 and Year 3 only during the academic year 2025/26 – applications can only be accepted for these Year Groups

1.0 Introductory statement

Manor Drive Primary Academy (MDPA) is part of the Four Cs MAT and is its own Admission Authority. It is a two-form entry primary school which provides a high quality, broad and balanced curriculum while maintaining a focus on wellbeing and high expectations of all. All admission applications for September 2025 are administered by MDPA following receipt of an admissions application form and in line with the information contained within this policy.

2.0 Admission number(s)

MDPA has an admission number of 60 for entry into year Reception. The admission number for Year 1 is 60. The admission number for Year 2 is 60. The admission number for Year 3 is 60. The Trust feel it would be prejudicial to the education of the children at the Academy to over-admit children into any Year Groups.

MDPA will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant Year Group are received, the Academy Trust will offer places at MDPA in line with the oversubscription criteria.

3.0 Application process – Reception

Applications must be submitted online via the Local Authority admissions website. The closing date for all Reception intake applications is 15th January, MDPA strongly advises that parents do not delay their application in case of technical problems. National Offers Day is 16th April or the next nearest working day should this fall on a weekend. Parents that applied online can log on to the council's website from 12.30 am on this day to see which school their child has been offered. Letters will also be posted out on this day, no decision will be issued by phone.

In this area, children enter school in the academic year in which they become five (5). There is one admission date per year, which is early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to MDPA during the year their child is five (5) should ensure that they complete the necessary application form by the date set by the Academy each year, which will be the same as the date set by the Local Authority. Please see later in this policy for information about deferring and delaying a child's start to school.

If a child is attending a pre-school, a nursery school or nursery class, this will not be taken into account when admission allocations are made. Attendance at any nursery class or pre-school on a school site does not result in any priority for admission to that school. Parents/carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

The information in this policy may assist prospective parents / carers. Please study the admission and over-subscription criteria below carefully.

The closing date for applications is 15th January 2025.

Offers will be made on 16th April 2025.

4.0 Application process – In Year

MDPA will process applications outside the normal Local Authority admission applications. The offers will be made throughout the school year when places become available and in line with the school's allocation timetable. Please visit the MDPA school website for more information. www.manordriveprimary.org.uk

5.0 Oversubscription criteria

The criteria in this section applies to entry to Manor Drive Primary Academy only.

When MDPA is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the Academy itself, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in Care – ‘Looked After Children’ and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This also includes children 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.
2. Children of all members of staff at Manor Drive Primary Academy provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Priority will be given to the siblings of pupils attending MDPA at the time the application is received. No priority will be given to siblings of pupils attending Manor Drive Secondary Academy at the time the application is received.
4. Priority will next be given to children living within the Manor Drive Primary Academy catchment area set out in the map at the end of the policy. Children living on the boundary line will be considered to be living within the catchment area.
5. Other children whose parents have requested a place (NB Measurements for this will be done from the Academy to the home address).

6.0 Tie-break

If in the over-subscription criteria a tie-break is necessary to determine which child is admitted, the child living closest to MDPA will be given priority for admission.

Under the co-ordinated Local Authority scheme for new admissions, the distance is measured from the child's home to the front gates of the Academy in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the Academy. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

In-Year admission distance measurements are measured using the tool Google Maps by measuring a straight line from MDPA to the home address of the child.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family ties for the final place. In this rare occurrence, MDPA will admit them all, as permitted by the infant class size rules and exceed PAN.

7.0 Late applications - Reception

All applications received by MDPA after the deadline of 15 January 2025 will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the MDPA waiting list.

8.0 Deferred entry for infants

Parents offered a place in Reception for their child, have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

9.0 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal Year Group is being requested.

When such a request is made, MDPA will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

10.0 Delaying Admission

If a child is “summer born” and parents prefer to delay admission to the following September, the child would normally be considered for admission into Year 1, rather than the Reception year. In exceptional circumstances, summer born children may be admitted to school in a different Year Group. This will require the admission authority to take account of the child’s individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the Reception year. The views of the Headteacher will be an important part of this consideration.

11.0 Accelerated admission

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however MDPA does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child’s educational and social development.

12.0 Waiting Lists – (Continued Interest Lists)

Manor Drive Primary Academy will operate a waiting list for each Year Group. Where the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year/the end of the academic year. This will be maintained by MDPA and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

13.0 Review

This policy will be reviewed annually, in light of any changes to the Published Admission Numbers (PAN) and/or the over-subscription criteria. (A full consultation may be required for some of the changes).

Notes

Home address

The home address is the address of the parent with whom the child normally lives from Monday to Friday. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately, but the child lives with both parents at different addresses, **the child's home address will be taken to be the address where the child lives for most of the week.** If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer eligible to receive Child Benefit and Child Tax Credit. As part of the admissions process, a parent may be asked to provide proof of address. To ensure that offers of school places are made fairly, the Academy is committed to following strict address verification procedures. In cases of flats the priority is that of floor level i.e. ground, first, second etc, in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of a place.

Sibling

Are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on roll of the Academy at the time of application and admission to the school. Siblings include; brother or sister, half brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This does not include children temporarily living in the same family unit – for example, a looked after child in short term, or interim foster placement. In every case, the sibling must be living permanently in the same home (at least Monday to Friday) and must be on the roll of the Academy or have been offered and accepted a place at the Academy at the same time of application and when the child starts.

Summer born children

Children born from 1 April – 31 August do not need to start school until the September after their 5th birthday, a full year after they could first have started school.

Feeder school

Manor Drive Primary Academy is a feeder school of Manor Drive Secondary Academy. Children will need to have attended MDPA school for at least one full school year to qualify for this provision.

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Catchment Area for Manor Drive Primary Academy

