Manston St James C of E Primary Academy

Policies & Procedures

Admissions Arrangements 2028

Approved on	
Approved by	Abbey MAT Board of Trustees

Last reviewed on	04 February 2026
Next review due	xx February 2028

Rooted and Grounded in Love

Arrangements and Policy for the Admission of Pupils to Manston St James CE Primary Academy

The whole life and ethos of Manston St James Primary Academy is underpinned by Christian principles. The Governors welcome applications from parents who wish their children to have a Church of England School education. Whilst the Governors seek to promote the traditions and teachings of the Church of England, they also welcome children from other faiths and cultures, and in no circumstances whatever will they allow colour, culture or origin to be used as a criterion for admission.

PUBLISHED ADMISSION NUMBER

The Published Admission Number (PAN) for the Reception year group is 30.

Infant class size legislation states that there can be only 30 children in an infant class with one qualified teacher unless a legally prescribed exception applies.

The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

ADMISSION PROCEDURE FOR ENTRY INTO RECEPTION

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority (the council who empty your bins) by the closing date of 15 January 2028. If your Local Authority is Leeds City Council you must apply online at www.leeds.gov.uk/schools-and-education/school-admissions.

CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Children who have an Education, Health and Care Plan (EHCP) where Manston St James Primary Academy is named in the plan will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than places, the governing body will make its decision for admission on the following criteria, in order of priority:

1. A "looked after child" is a child who, at the time of making the application is:
   - in the care of a local authority, or
   - 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)

A "previously looked after child" is any child who was previously looked after, but stopped being so because they were adopted, or became subject to a child arrangements or special guardianship order. This includes children who appear to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organization, or any other provider whose sole/main purpose is to benefit society) but stopped being in state care as a result of being adopted.

If you are making an application under the priority for a previously looked after child, you will need to provide evidence of this with your application (e.g. a copy of the court order) so the local authority can verify this priority. (See Note A)

2. Children who have at least one sibling attending Manston St James Primary Academy at the proposed date of admission. (See Note B)

3. Children who live within our Priority Admission Area (See notes D and E)

4. Any other children, by straight line distance (See notes D and F)

IF CHILDREN MEET THE SAME PRIORITY (TIE BREAK)

In any priority, if children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from the school. For example, if there are 4 places remaining at the school and 5 children applying

under the same priority category, the 4 children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from the school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by a person independent of the school.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admission Number for the school.

APPLICATIONS RECEIVED AFTER THE NATIONAL CLOSING DATE (15 JANUARY)

If you apply after the national closing date, we cannot consider your preferences at the same time as those received on time.

Until 12 February, all applications submitted or changed will be treated as if they were on time. After 12 February, any applications submitted or changed will only be considered after allocations have been made for all on time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 28 February are considered late and won't be allocated a school place until after national offer day (16 April).

WAITING LIST

We hold a waiting list after national offer day. We automatically add all children to the waiting list after offer day.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places).
- each time a child is added or removed, the list is ranked again, and your child can move down if another child meets higher criteria.

- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year.
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

ACCEPTING OFFERS

You will need to accept the offer of a school place directly with us. This will not affect your position on any waiting list for any other school or your right to appeal. If you refuse the offer, or do not accept the offer within a reasonable time, your place may be withdrawn. This will leave your child without a school place in September.

ADMISSION OUTSIDE THE NORMAL ADMISSION ROUND (IN-YEAR TRANSFERS)

Find out more about in-year applications, including current vacancies and apply for a place, on the Leeds application portal at www.leeds.gov.uk/moveschools and on our website at www.manstonstjames.co.uk/parents/admissions

Upon receipt of a completed in-year application, and the supplementary information form (where application is made under the faith oversubscription criteria), the governors will apply this policy. Parents/carers will be told in writing whether or not a place can be offered within 15 school days.

Applications can only be ranked as meeting faith priority once we have received a SIF and the verification from the place of worship.

WHEN YOUR CHILD MUST START AT SCHOOL (COMPULSORY SCHOOL AGE)

All children can start Reception in the September after they turn 4 and most children thrive when starting school at age 4.

You must ensure your child has a full-time education from when they reach compulsory school age. Your child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

Once you have a school place offer, you have the right to defer the date your child is admitted to the school until:

- later in the school year but not after the date at which your child becomes compulsory school age (see below); and
- not after the beginning of the final term (after Easter break) of the school year

the offer was made

If your child has been offered a place at our school, but you do not think your child will be ready to start in September, please contact the school about starting part time, or after Christmas or Easter break.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP (INCLUDING DEFERMENT FOR SUMMER BORN CHILDREN)

You can ask for your child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In addition, if your child is summer born (born between 1 April and 31 August) you may request that your child be admitted out of their normal age group, to reception rather than year one.

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

To apply, you must send to us a written request that explains:

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

Our Governing Body will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

APPEALS PROCESS

Where we refuse to offer a place, we will tell you in writing the reason why admission was refused and all parents have the right to appeal to an independent appeal panel.

Parents who intend to make an appeal against the decision to refuse admission for reception must submit a notice of appeal in writing by the deadline on our website to guarantee the appeal will be heard before the new school year starts. Further information on how to submit an appeal is available on our website at: https://www.manstonstjames.co.uk/parents/admissions

This includes our full timetable for admission appeals for the 2028 academic year which will be published on our website by no later than 28 February 2028.

Please note the right of appeal against our decision does not prevent you from making an appeal in respect of any other school.

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

FAIR ACCESS PROTOCOL

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. The protocol applies to in-year applications and only to children who do not have a current school place. Leeds City Council's Fair Access Protocol can be found at www.leeds.gov.uk/admissions

NOTES

A. Looked after and previously looked after children

A *"looked after child"* is a child who, at the time of making the application is:

- in the care of a local authority, or

- 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)

A "*previously looked after child*" is any child who was previously looked after, but stopped being so because they were adopted, or became subject to a child arrangements or special guardianship order. This includes children who appear to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organization, or any other provider whose sole/main purpose is to benefit society) but stopped being in state care as a result of being adopted.

If you are making an application under the priority for a previously looked after child, you will need to provide evidence of this with your application (e.g. a copy of the court order) so the local authority can verify this priority.

B. Siblings

The 'sibling' must live at the same address as the child applying; be attending the school and still be expected to attend the school when the child starts; be a full, half, step or foster sibling (this does not include cousins or other family members sharing a house).

C. Parents

'Parent' includes any person who has parental responsibility or care of the child, as defined in the Children Act 1989. Where parents live separately but share parental responsibility, they must agree on which address to use and who submits the application.

If parents disagree on an application:

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

- written evidence that everyone holding parental responsibility agrees the application

- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

D. Home address

The "home address" is the child's permanent address where they live with their parent(s) or legal guardian(s). Only one address can be used for admissions purposes. Temporary addresses or those used solely to secure a school place (e.g. rented addresses, childminders' or relatives' homes) will be treated as fraudulent and the school place may be withdrawn, even if the child has already started at the school.

When a school offer is made, it is assumed your address will be the same when you take up the school place in September. If you are planning to move house, you must still use your current address on your application. As soon as you move house, you must tell the Local Authority your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you.

In cases of equal shared care, parents must agree which address to use. For applications made in the normal round, if there is no agreement, the Local Authority will decide which parent address will be used, based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor at the closing date.

E. Priority Admission Area

A map of the parish boundary can be found at Appendix 1 and is also available from the school office. This is the Academy's priority admission area. You can check which parish you live in using the website https://www.achurchnearyou.com . If you live within the Church of England parish of Manston your application will receive a higher priority than applicants who live outside of the parish. Living within the Church of England parish of Manston does not guarantee a place at the school.

F. Straight-line Distance

For schools using Leeds City Council's admissions system, distance is measured in a straight line from a defined point on the main school building to a defined point on the child's home address. These points are set using the Local Land and Property Gazetteer (LLPG), which supplies precise geographical coordinates. If an address is not listed in the LLPG, the measurement will be taken from the centre of the dwelling. If a school is based on a temporary site for any reason we will base our distance measurements on the school's permanent site.

Appendix 1: Priority Admission Area, Manston St James Primary Academy

