ADMISSIONS POLICY, 2028 - 2029
MANOR CHURCH OF ENGLAND ACADEMY, YORK

THIS POLICY APPLIES TO MANOR CHURCH OF ENGLAND ACADEMY ONLY

Please note: This policy complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.

The Heartwood Learning Trust processes this data on a legal and legitimate interest basis, in line with the requirements of providing educational provision.

2028-2029 Admissions Policy

Applications under this policy will generally be for children to start at the school in Year 7 in September 2028 as part of the normal admissions round.

However, this policy also covers in-year admissions and deferrals/delays to admissions and accelerated admissions.

1. Introduction

Manor Church of England Academy is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1812, formerly as a maintained school and more recently as an academy. The school is part of Heartwood Learning Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practise for pupils aged 11 to 16. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its pupils.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Heartwood Learning Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance.

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Year 7 on the first day of term in September 2028, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the coordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 798722 or hello@mce.hlt.academy and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Year 7 in September 2028) is always coordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form[1] of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2027. You should do this even if your "home" local authority is not City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows coordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school's case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable coordination (in this school's case, City of York Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.[2] This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (1 March 2028) or next working day and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is City of York Council, applications can be made online at: https://www.york.gov.uk/SchoolAdmissions. If you cannot complete an online application, please contact City of York Council's School Admissions Team on 01904 551554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

[1] If you have difficulties completing the online form please contact your home local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

[2] Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

Please send the attached Supplementary Information Form to the Trust at Manor CE Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA marked for the attention of the Trust's Admissions Clerk. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided).

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 31 October 2027. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (**31 October 2028**) are "late applications."

Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority's Co-ordinated admissions scheme.

Applications received after the local authority's period of coordination has ended will be considered as "in year" applications (please see section 6 on "in year" applications)."

3. Admission number

The school's **Published Admission Number (PAN)** – that is the number of places available for admission to Year 7 at the school in September 2028 - is **240**.

If, as part of the normal admissions round, no more than **240** applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council's Co-ordinated admissions scheme.

The PAN only applies to Year 7. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

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

(a) In the care of a local authority in England, or

(b) Being provided with accommodation by a local authority in England in exercise of their social services functions.

*A "**previously looked after child**" is a child who:*

(a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order[3]; or

(b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside 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.

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

2. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust would have to be satisfied that the child's social or medical needs were such that the school would be the most suitable school for the child. A medical condition alone does not guarantee ESM criteria.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above.

The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

- The relevant needs
- How those needs would affect the child's education or ability to get to school; and
- The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

3. **Children satisfying the requirements for a Foundation Place** *(up to 121 remaining places)*

Up to 121 places will be available for those applicants satisfying the requirements for a Foundation Place. The actual number of places offered under this criterion will be determined by the number of applicants eligible for a Foundation Place. If all Foundation Places are not allocated, the remainder will become available for other applicants.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least once a month for the two years immediately prior to the date of application. In the event that during the period specified for

[3] An adoption order is 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). A Child arrangement order is an order settling the arrangements to be made as to the person which 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. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,[4] or affiliated to the Evangelical Alliance[5] or a Partner Church of Affinity.[6] The list of nationally designated churches can be found at:
https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

In the event that there are more eligible applicants satisfying the minimum requirements for a Foundation Place than there are within the 121 place allocation, priority will be given as follows:

3a. Applicants who are "very regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least twice a month for the two years immediately prior to the date of application ("very regular worshippers") will get priority over others satisfying the minimum worship requirement ("regular worshippers").

"Very regular worshippers" will be given priority in the following order:

A. Very regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

B. Other very regular worshippers

3b. Applicants who are "regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least once a month for the two years immediately prior to the date of application ("regular worshippers") will be given priority in the following order:

A. Regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St
Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary.

---

[4] For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

[5] The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

[6] Affinity is an umbrella organisation to which independent churches belong, similar to and including the Fellowship of Independent Evangelical (FIEC) Churches.

B. Other Regular worshippers

If there are more eligible applications within any of the above sub-criteria than there are remaining places available, the places
will be allocated within the sub-criterion in accordance with the tiebreaker outlined below.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above *which includes verification of attendance at worship from your minister of religion.*

Those falling outside the Foundation Place allocation will be considered under the next relevant criterion.

4. Children of staff employed at the school

Up to 6 places will be available for children of members of school staff.

A member of staff must be employed by the academy trust and must have been employed to work at Manor Church of England Academy for two or more years prior to the date of application. This includes both teaching and support staff.

If all 6 places are not allocated, the remainder will become available for other applicants in accordance with the criteria below.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above.

5. Children who live in the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary.

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

"Siblings" for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child's brother or sister if they are their natural brother/sister; adopted brother/sister; half-brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

6. Other Children living in the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

7. Children who live outside the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission. Please see criterion [4] above for the requirements and definition of siblings.

8. **Other applications for whom no previous criteria applies (previously called distance) where a pupil is eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.**

Pupils who are eligible for Pupil Premium or Service Pupil Premium on 31st October 2027, ordered by who lives closest to the preferred school using the nearest available safe walking route.

In line with the City of York Council and York School and Academy Board's (YSAB) commitment to Fair School Admissions, Pupil Premium and/or Service Pupil Premium eligible pupils will be ranked above those not eligible for Pupil Premium and/or Service Pupil Premium within a distance criteria.

A pupil must be eligible for Pupil Premium and/or Service Pupil Premium on 31st October 2027 to meet this criteria. Eligibility on 31st October 2027 will be confirmed by the pupil's current school. Any changes in eligibility after 31st October 2027 will not be considered. If eligibility confirmation is not received by 15th November 2027 the criteria will not be applied.

a. Late Year 7 Applications– applications received between 31st October 2027 and 31st December 2028

If a Year 7 application is received late, after the application deadline of 31 October, the Pupil Premium will only be applied at the time of application, if changes/applications can still be actioned at that time. This is dependent on whether applications are still being considered within the allocation process. If an application is received after National Offer Day (1st March or next working day) the criteria may be applied to the position on the waiting list. Eligibility must be confirmed by the current/previous school within 5 days of the application. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

b. In Year Year 7 Applications – applications received after 31st December 2028

If an In Year Year 7 application is received the Pupil Premium will only be applied at the time of application. Eligibility must be confirmed at the time of application (within 5 days) by the current/previous school. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

As defined in the School Admissions Code 2021, Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. Service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

Distances are measured by a GIS mapping system from the pupil's home address to the closest entrance of the school. Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

c. **Other applications for whom no previous criteria applies (previously called distance) where a pupil is not eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.**

Distances are measured by a GIS mapping system from the pupil's home address to the closest entrance of the school. Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

9. Any other Children

Tie- Breaker

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

Address – You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tiebreaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2028.

(b) Deferring admission: admission outside of normal age group

Parents/carers may seek to defer their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council's admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed coordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the Principal in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a deferred admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2027; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the Principal of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a place in Year 7 in the next admissions round (i.e. for a place in September 2029) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.[7] The fresh application will be considered in accordance with school's 2028-29 admissions policy as part of the normal admissions round[8] and on the basis of the admission arrangements outlined in the school's 2028/29 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer admission received after 31 October 2027 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

[7] as the date of birth will fall outside the normal date of birth range for the required admissions round
[8] unless the parental/carer request is made too late for this to be possible

(c) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the Principal of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests 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 criteria set out in (b) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 31 October 2027. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed.[9] The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of coordination has ended will be considered as "in year" applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 798722 or email us at hello@mce.hlt.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council School Services on 01904 551554 for information regarding available places.

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2028-29 academic year will be set out on the school's website by 31 August 2028. This will detail whether in-year applications are being coordinated by the school or by the local authority.

Whether in-year applications are being coordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Manor CE Academy marked for the attention of the Admissions Clerk at the same time as submitting your in-year application form.

(b) Determination of application

Whilst the school does have a published admissions number of **240**, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be

[9] as the date of birth will fall outside the normal date of birth range for the required admissions round

offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established. The waiting list may be held by the City of York Council on behalf of the Trust.

Normal admissions round - A waiting list shall be maintained until 31 December 2028. After this point, City of York Council will contact parents/carers of applicants to enquire if they wish to remain on the waiting list for the remainder of the school year.

In-year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2028-29 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Principal of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place becomes available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

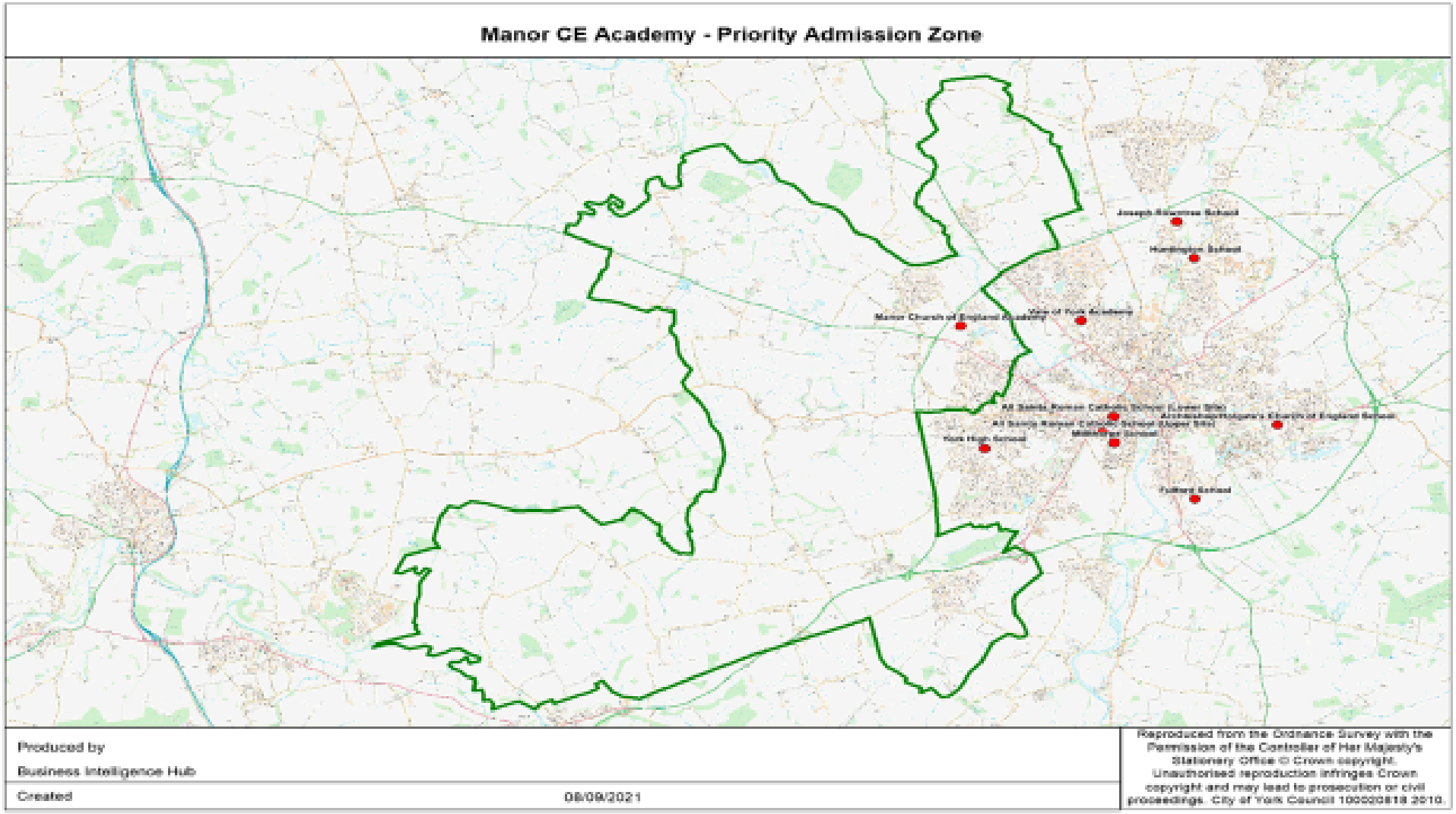
8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2028.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

Appendix 1 - Priority Area Zone