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# Lady Manners School

## Admissions Policy

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<b>Reviewed by:</b>	GP
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*Through our shared school values, we aim for all students to thrive, feel included and aspire to grow as individuals who contribute to society with empathy, integrity and positivity.*

This document will be reviewed annually by the Governing Board and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here: <https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools>

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## EQUALITIES STATEMENT OF INTENT

Lady Manners School welcomes a diverse population of both students and staff. In order to consolidate and build upon this diversity, equality of opportunity and the absence of unfair discrimination is at the core of all the school's activities. The school will not unfairly discriminate in the recruitment or general treatment of staff or students.

The school is committed to promoting and developing equality of opportunity in all its functions and will seek to do this by:

- communicating its commitment to equality and diversity to all members of the school community;
- maintaining systems for implementation, monitoring, evaluation and review;
- treating acts of discrimination and other contraventions of this policy as a disciplinary offence.

The Governing Board has responsibility for ensuring that the school operates within the legal framework for equality and for implementing the policy throughout the school. In addition, each member of the school community is responsible for preventing unfair discrimination or harassment or victimisation which it is within their control to prevent; and challenging or reporting such inappropriate behaviour if it occurs.

## GENERAL

1. In this Policy, the following definitions have the following meanings:

1.1 Normal Area - The area delineated on a map kept in school for that purpose which include the following:

1.1.1 The whole of the civil parishes of:

Ashford-in-the-Water, Bakewell, Baslow and Bubnell, Beeley, Birchover, Brushfield, Calver, Chatsworth, Curbar, Edensor, Flagg, Froggatt, Great Longstone, Harthill, Hassop, Little Longstone, Litton, Middleton and Smerrill, Monyash, Nether Haddon, Over Haddon, Pilsley, Rowland, Rowsley, Sheldon, Stanton in Peak, Stoke, Stoney Middleton, Tideswell, Wardlow, Wheston and Youlgreave and

1.1.2 Parts of the civil parishes of Hartington Middle Quarter, Holmesfield and Northwood/Tinkersley delineated on those maps and

1.1.3 The civil parishes of Grindlow, Foolow, Little Hucklow and Great Hucklow (which parishes also lie within the Normal Area of a different secondary school) where parents of students seeking admission to the School have exercised their right of choice in favour of the School.

1.2 Normal Area Students - students permanently residing within the school's normal area.

1.3 New Intake Students - students seeking admission to Year 7 at the beginning of the school year whose applications for admission are received in school before the Governing Board's admissions meeting referred to in paragraph 8 of this policy.

1.4 Out-catchment Students - students permanently residing outside the school's defined normal area.

1.5 Permanently Residing - the permanent residency of an applicant for admission both at the date of the application and at the beginning of the school year to which admission is sought in a residential property which is the applicant's only or main residence and which is either:

1.5.1 owned by the applicant's parents or parent or guardian

1.5.2 leased to or rented by the applicant's parents or parent or carer under lease or written rental agreement of not less than 6 months duration

**Note 1** Applicants may be required to provide documentary evidence of ownership or rental agreement together with proof of actual permanent residency at the property concerned.

**Note 2** A place offered to a normal area student will be withdrawn if that student ceases to reside permanently in the normal area before the school year to which admission is sought begins.

2. The school is an 11-18 co-educational comprehensive.

3. The Governing Board is responsible for determining the allocation of all places at the school.

4. The Governing Board will from time to time review admissions levels, liaising as necessary with the appropriate authority if seeking change.

5. Students will be admitted to Years 7-11 inclusive without reference to ability, aptitude or gender.

6. Students will be admitted to Years 12 and 13 subject to having achieved an adequate academic base to support the proposed courses of study and having received a satisfactory reference based on their record of work and general outlook. Students from schools other than Lady Manners School can also apply for places and be admitted as long as they meet the requirements stated above; that the classes concerned will not become overcrowded, causing disadvantage; and that the admissions limit is not exceeded.
7. The Published Admission Number (PAN) for all year groups is 240.

### **ADMISSION OF NEW INTAKE STUDENTS TO YEAR 7**

8. Applications for admission by new intake students must be made on the common application form to the Local Authority by the deadline stated in the Derbyshire Scheme for that year. The Governing Board will determine such admissions at its admissions meeting which will be held on a date to fall within the period allocated by the Local Authority for decisions to be made.
9. As with other year groups, only students of the appropriate age will normally be considered for places. For Year 7 admissions in particular, younger students will only be considered in very exceptional circumstances and having met the Local Authority's policy on Early Transfer and having consulted fully with the school in advance.
10. All children whose Education, Health and Care Plan (EHCP) names Lady Manners School must be admitted.
11. The school will always give the highest priority to looked after children and children who were previously looked after but cease to be because they were adopted (or became subject to a residence order or a special guardianship order).
12. The school will then give priority to normal area students.
13. New intake normal area students will be admitted unless the total number seeking admission exceeds the Published Admissions Number in which case, only the Published Admissions Number will be admitted. Priority will be determined in the following order:
  - 13.1 Children with a brother or sister currently attending the school including half and adopted brothers/sisters living in the same family unit (except where the sibling connection is with a student enrolled in school for Years 12 and/or 13 only). The sibling connection needs to apply at the time of application and admission.
  - 13.2 Children who have medical or social grounds, supported by independent professional evidence which states why their medical or social situation can be met at Lady Manners School more appropriately than elsewhere.
  - 13.3 Children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.

- 13.4 Other children on the basis of proximity of the child's home to the school with those living nearer being accorded higher priority. Judgements in this category will be made on the basis of information obtained from the Geographic Information System (GIS) in use in the Local Authority.
14. After admission of all looked after students and normal area students, any available places remaining up to the Published Admissions Number will be allocated to out-catchment students in the order set out in paragraphs 13.1 to 13.4 inclusive.

**Note:** If there are insufficient places to accommodate all the out-catchment students who qualify for admission under any one of categories 13.1 to 13.4, the criteria which follow that category will be applied in the order set out in paragraph 13 to determine which of these applicants should be accepted.

For example: If, after accommodating all in-catchment students, there are six remaining places and eight applicants who would qualify under category 13.1, the criteria in categories 13.2 to 13.4 would be applied in that order to decide which six of the eight applicants should be accepted.

15. An Open Evening will be arranged in school for parents and students applying for places in Year 7 before the deadline for applications. There will be the opportunity to view the facilities, discuss the curriculum and related issues, meet staff and students and raise questions. Students who are offered a place in Year 7 will have the opportunity to spend at least one day in school prior to entry for purposes of familiarisation.

#### **ADMISSION TO YEAR 7 AFTER THE BOARD'S ADMISSIONS MEETING BUT BEFORE THE START OF THE SCHOOL YEAR**

16. Students applying for places after the Governing Board's admissions meeting will be admitted to Year 7 only if the number of students in the year group to which admission is sought is less than 240.
17. Applications will be dealt with through the Derbyshire Scheme and paragraphs 9 and 10 and the criteria in paragraphs 13.1 to 13.4 inclusive will be used to determine priority.

#### **ADMISSION TO YEAR 7 (OTHER THAN THOSE REFERRED TO IN PARAGRAPHS 8-15) AND TO YEARS 8 TO 11 (INCLUSIVE)**

18. Lady Manners School participates in the Local Authority's Co-ordinated Admission Scheme for in-year admissions. Details of the Co-ordinated admission Scheme and how in-year admissions are managed can be seen at [Changing schools - Derbyshire County Council](#).

## APPEALS

19. All students whose applications for admission are unsuccessful will be advised of their right to appeal to an Independent Appeal Committee. The Governing Board is responsible for making arrangements for such appeals and currently works with Derbyshire Local Authority in arranging appeals.

All appeals for students transferring to secondary school or who make an in-year application should be submitted within 28 days of being told that the application was unsuccessful.

## ADMISSION TO YEARS 12 AND 13

20. All Year 11 students are entitled to apply to join the Sixth Form.
21. Applications must be received by the date specified each year. Late applications will be put on a waiting list and will be considered after all other applications.
22. Access to an individual subject is dependent on the number of students opting for that subject. Where a subject is oversubscribed, the following process will be used, in this order:
- places will be allocated via student subject preference order
  - places will be allocated via random allocation
23. Students in Year 12 and 13 are expected to follow a core programme of study comprising of a **minimum** of three A Level / Level 3 subjects.
24. Students must meet the **minimum** entry requirement of five Grade 4 qualifications (or equivalent) to include English and mathematics in order to gain entry to the Sixth Form. In addition, students will be required to meet the specific entry requirements for each of the individual subjects that they wish to study (as outlined in the Sixth Form prospectus).
25. Students must meet the entry criteria in full before they start Year 12. Future resits will not be taken into account when assessing whether students have met the entry criteria.
26. Late applications that meet the entry criteria will be considered after all other applications and are dependent on individual subject capacity.
27. Occasionally, students may wish to change their option choices after applying. This is dependent on option blocks as well as capacity and fulfilling the entry criteria for the new subject. Students wishing to make a change will be placed on a waiting list in date order.
28. Exceptional circumstances relating to the above criteria may be considered on a case-by-case basis. Any decision to amend the above admissions criteria is entirely at the discretion of the school. The incidence of such cases is expected to be extremely low.

## **VERIFICATION**

29. The school reserves the right to verify all information and evidence supplied in connection with applications for admission or appeals against the refusal of admission and to refuse or withdraw an offer of admission if any misrepresentation or intention to mislead is found.

## **LIAISON WITH PARTNER AND SOURCE SCHOOLS**

30. The school will seek to liaise closely with all partner and other source schools to ensure ease of transfer, continuity and exchange of student records.