

Admissions Policy 2025/26

The Trust's Admissions policy is agreed through consultation with the local stakeholders, including parents/carers and the Local Authority, where necessary. Details of the full policy are available on the school website: <https://www.manorfieldschool.co.uk/policies>

Admissions Criteria

Because the number of applications for admission was greater than the number of places available, applications for the school were considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where the school was named on the statement, the following criteria were applied to candidates in the order in which they are set out below:

The Trust's oversubscription criteria are as follows

Priority 1	Looked after children or a child who was previously looked after.
Priority 2	Children who live in the school's Priority Admission Area (PAA) and have a sibling at one of our Trust schools attending from the same address at the date of admission (the sibling rule*). *sibling = your child's brother or sister (including half-brothers and sisters, stepbrothers and sisters, adoptive brothers and sisters and fostered children living with the same family at the same address). Please note that cousins do not count as siblings.
Priority 3	Children who live in the PAA and attend a Trust primary school will get a priority place at a Trust secondary school.
Priority 4	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.
Priority 5	Children who live in the school's PAA.
Priority 6	Children who live outside the school's PAA and have a sibling at one of our Trust schools attending from the same address at the date of admission (the sibling rule*). *sibling = your child's brother or sister (including half-brothers and sisters, stepbrothers and sisters, adoptive brothers and sisters and fostered children living with the same family at the same address). Please note that cousins do not count as siblings.
Priority 7	Children who live outside the school's PAA.

Reserve Lists

All applicants who have not been offered a place at Manorfield Infant and Nursery will be

held on a reserve list until 31 December 2025. Unsuccessful applicants will be considered with other applicants regardless of whether or not the parents/carers have lodged an appeal.

N.B. Parents/Carers who choose to exercise their right to appeal will not change their child’s position on the waiting list.

Appeals in previous years (September 2024 – August 2025)

Year	Total number of appeals heard	Appeals upheld
2024/25	0	0

Complaints

If you remain dissatisfied with the outcome of your appeal you can seek further advice. You may:

- Complain to the Secretary of State for Education that the school has acted unreasonably: the Secretary of State cannot review or overturn decisions of appeals panels, but can consider whether:
 - The panel was correctly constituted by the admission authority: and
 - The admission authority has acted reasonably in respect of the appeal process or has failed to discharge any legal duty in relation to that process e.g. in constituting the panel.
- Initiate proceedings in the High Court for a judicial review of the appeal panel’s decision. In this event you will need to seek legal advice.

Please note: while these arrangements give you the right to appeal against decisions of non-admission, The School Standards & Framework Act 1998 does not give you the right to a place at a particular school.

If you are appealing for a place you should make arrangements with another school in case your appeal is unsuccessful.