

Admissions Policy – Arrangements for September 2019

We believe that Lea Manor High School should serve the needs of the children in our local community and those outside our catchment area that choose to come here. Students are admitted without reference to ability or aptitude up to the planned admission number of 240 as set by the Governing Body.

The school operates an equal preference system which means applications will be considered according to the following criteria regardless of any indicated preference ranking.

Oversubscription

In accordance with the Education Act 1996, children with an Education Health Care plan or a Statement of SEN are required to be admitted to the school named in the plan/Statement. Thereafter, should there be more applications than places available, the following criteria will be applied at the time of application, in the order set out below, to decide which children to admit:-

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order^[1] where the person with parental responsibility has expressed a written preference for the school.
- Students having their permanent residence within the present LA designated catchment area and whose parents have expressed a written preference for the school.
- Siblings of children attending the school at the time of proposed admission and whose parents have expressed a written preference for the school.
- Students seeking admission on medical grounds (supported by a medical certificate that has been agreed by the Health Authority) and whose parents have expressed a written preference for the school.
- Any other applicant.
- Where the number of places allocated within any of the above criteria reaches the planned admission number, *"The distance criteria will be used as a tie-breaker. The distance criterion is measured on a straight line distance between the school reception entrance to a point of the home address identified in the Local Land and Property Gazetteer."*
- With the Head teachers discretion we will be asked to admit students into the school using the In-Year Fair Access Protocol.
- Where it is not possible to agree all applications, a waiting list will be devised.

^[1] 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's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.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).

Waiting lists are organised in the order of priority of the school's admissions criteria. Waiting lists are not based on the date the application was added to the list.

For the new Year 7 intake the pupil names will be held on the waiting lists until 31 July 2020, however, applications received in the summer term 2020 will remain on the waiting list until July 2021. Parents will need to re-apply for a place after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the autumn term 2019 until the end of the spring term 2020 will be placed on a waiting list until 31 July 2020. Applications received from the start of the summer term 2020 to the end of the academic year will be placed on a waiting list until 31 July 2021.

Should this admissions policy continue to operate for future years, dates in the waiting list procedure will reflect those given above, only the year will be updated.

Parents may apply for a place for the Year 7 intake by completing and returning their application form, sent to them by either their child's Primary/Junior School or Luton Borough Council, by the Councils deadline. This form should be returned to the child's current school, completed online, or a paper copy returned to the Admissions Team at Luton Borough Council. Late applications for the Year 7 intake will be dealt with by Luton Borough Council Admissions Team and will be considered only after those which were received by closing date.

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places.

Late applications and late changes of preferences will be processed as soon as possible after the offer date. Late applications for a place at Lea Manor High School should be routed through Luton Borough Council in accordance with co-ordinated admission arrangements.

If a parent wished to apply for an in-year admission they will be required to complete and return the Council's In-Year Application Form. In-Year admissions are applications to enter a year group that has already started at the school. Therefore, parents seeking a place at Lea Manor High School should complete the Councils In-Year Application Form and return this form directly to the Council.

Admission of children outside of their normal age group:

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Admissions Committee. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications relating to the Year 7 admissions round will also be discussed with relevant local authority professionals. Decisions will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.

Details of Lea Manor High School's catchment area can be found at:

www.luton.gov.uk/admissions. Catchment area lists are also available from Luton Borough Council by telephoning the Admissions Helpline on 01582 548016.

Criteria Definitions

- **A looked after child**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

- **Home Address**

The LA regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

- **Siblings**

The term 'siblings' includes both natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

- **Medical Grounds**

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.