

To whom it may concern.

We are consulting on two changes to Manor Court Community Primary's admissions policy that will come into affect from 2027-2028.

Summary of Policy Update.

Manor Court Community Primary's admission policy has been updated to include two additional priority criteria in the over subscription criteria for children joining our school in the 2027 reception class. There are no other changes to the policy that are to be consulted on:

Priority 6: A priority will now be given to children who have attended our Early Years Centre for at least two academic terms. The policy states:

Children who have attended our Early Years Centre for at least two academic terms.

Priority 7: A priority will be given to children whose parents work within Manor Court Community Primary School to fill any vacancies or shortage in skills. The policy states:

Where the parent is a member of PPAT staff and has been employed at the school for two or more years at the time of application for admission to the school or the member of staff is recruited to fill a vacant post in the school where there is a demonstrable skill shortage.

These additions aim to recognise and support the continuity of education within our school community and meet the needs of local children and their families.



**Manor Court Community Primary School
Admissions arrangements for 2027 – 2028**

Manor Court Community Primary School

Admissions arrangements for 2027-2028 Academic year

These admissions arrangements apply to all applications for admissions to Manor Court Community Primary School for reception entry in September 2027 and any in year applications from 1st September 2027.

Introduction

The Admissions Authority for Manor Court Community Primary School is the Governing Body.

An Admissions Committee comprising of Governors is responsible for taking all admission decisions for children starting in reception and for joining the school during the academic year.

Somerset Local Authority is responsible for co-ordinating all applications for children starting school. These admissions arrangements should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2027.

The Published Admission Number

The Governing Body has set an Admission Number of 60 for the year of entry.

Applying for a school place

In order to be considered for a place at Manor Court Community Primary School, an application form must be completed. Starting school applications can be made on-line at www.somerset.gov.uk/admissions or paper forms can be obtained from Somerset Local Authority. In-year application forms are available from the school office or can be found on the school website. School application forms must be received by the following closing dates and times:

Applications for reception year in 2027

The closing date for reception year applications in September 2027 is 15th January 2027. Outcomes will be sent by the Local Authority on behalf of the Governing Body by email or second-class post on the published outcome date, 16th April 2027.

Any applications received after the closing date will be recorded as late and cannot then be administered until all of the on time applications have been considered by which time places may no longer be available within the Published Admissions Number.

Places will be allocated strictly in accordance with the National Equal Preference with Ranking allocation method.

In Year Applications

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form. Applications will not be processed more than six weeks or half a term in advance of being required. Proof of address is required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house buy, a recent utility bill or the signing of a minimum six-month tenancy agreement. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. Where possible, applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

Oversubscription Criteria

Where there are more applications received than places available within the Published Admissions Number or Admission Limit the following criteria will be applied to determine how the places will be allocated.

The school will be required to admit any child with an Education Health and Care Plan), if the plan names the school, then;

1. Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see important notes).
2. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
3. Children living in the catchment area.
4. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
5. Children who have attended our Early Years Centre for at least two academic terms prior to the closing date for applications to the Foundation Stage.
6. Where the parent is a member of PPAT staff and has been employed at the school for two or more years at the time of application for admission to the school or the member of staff is recruited to fill a vacant post in the school where there is a demonstrable skill shortage.
7. Children not satisfying a higher criterion.

Important Notes

A 'Looked After Child' means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was a 'previously Looked After Child' means a child who after being looked after became subject to an Adoption Order under section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989; as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Relevant evidence will be required to be submitted.

Tie Breaker

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is not possible to differentiate between them, priority will be determined by the drawing of lots supervised by someone independent of the admission authority.

Children from Overseas

The Local Authority and admissions committee will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals. The most recent guidance can be found:

[School applications for foreign national children and children resident outside England - GOV.UK](#)

Appeals

Applicants whose school place application is turned down have the legal right to appeal against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.

Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official Government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address).

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel and other Crown servants. This means that providing the application is accompanied by an official Government letter (an official Government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, The Admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces, then no special consideration will be given to the application under the grounds of the application being made by a service family.

Definitions:

Home Address

The home address is very important, as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with parents or carers.

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of six month tenancy agreement. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

Multiple birth application (for example twins)

In the case of multiple birth applications, where it would only normally be possible to admit one child with Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

Waiting Lists

Where an application has been refused, the child will be placed on a waiting list. This will be kept strictly in order of an oversubscription criteria by the Governing Body and will be maintained until the end of the first term of the academic year. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list.

Siblings

For the purpose of admissions, a sibling is defined as children living at the same permanent home address.