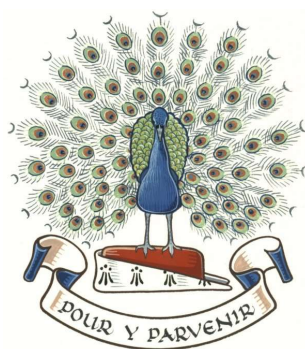


# **LADY MANNERS SCHOOL**

## **ADMISSIONS POLICY**



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## AIMS STATEMENT

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.

## ADMISSIONS POLICY

### General

1. In this Policy, the following definitions have the following meanings:
  - 1.1 Board - the Board of Governors of the school.
  - 1.2 Normal Area - The area delineated on maps kept in school for that purpose which include the following:
    - 1.2.1 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
    - 1.2.2 Parts of the civil parishes of Hartington Middle Quarter, Holmesfield and Northwood/Tinkersley delineated on those maps and
    - 1.2.3 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.
  - 1.3 Normal Area Students - students permanently residing within the school's normal area.
  - 1.4 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 Board's admissions meeting referred to in paragraph 7 of this Policy.
  - 1.5 Out-catchment Students - students permanently residing outside the school's defined normal area.
  - 1.6 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:
    - 1.6.1 owned by the applicant's parents or parent or guardian

- 1.6.2 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 Board is responsible for determining the allocation of all places at the school.
4. The 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 for all year groups is 235.

### **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 Board will determine such admissions at its admissions meeting which will be held on a date to fall within the period allocated by the 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. After the admission of students with a Statement of Special Educational Needs or an education, health and care (EHC) plan, where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below.

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11. The school will always give first priority to looked after children and children who were 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 always 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 as follows:
    - 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 students in the care of the Local Authority ('Looked After Children') and in-catchment students, any available places remaining up to the Published Admissions Number will be allocated to out-catchment students according to the criteria and in the order set out in paragraphs 13.1 to 13.3 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 and 13.2, the criteria which follow that category will be applied in the order set out in paragraph 11 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 and 13.3 would be applied in that order to decide which six of the eight applicants should be accepted.
  15. Meetings 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. All new students, once they have been confirmed as having been
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successful in their admission application, will have the opportunity to spend at least a 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 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 235.
17. Applications will be dealt with through the Derbyshire Scheme and paragraphs 9 and 10 and the criteria in paragraphs 13.1 to 13.3 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. Students applying for admission in any circumstances other than those referred to in paragraphs 7 to 16 (inclusive) of this policy will be admitted only if the number of students in the year group to which admission is sought at the time of the application is lower than the Published Admissions Number.
19. Applications under paragraphs 15 and 16 of this policy will be processed by the Headteacher.
20. Normal area and out-catchment student applicants, and their parents will be invited to view the school and meet students and senior staff.
21. The school will follow the Derbyshire Scheme for matters such as waiting lists, late applications, appeal dates and in-year applications.

### **Appeals**

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

### **Admission to Years 12 and 13**

23. The school seeks to make its opportunities available to a wide range of students. There is no special fixed admission number for Years 12 and 13 other than the usual school admissions limit for each year group. Access to specific courses might, however, be restricted by physical resources available and by the balance of option choices.
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24. Students will be required to have an adequate and appropriate academic base to support the proposed courses of study. They will also be required to have a satisfactory record regarding work habits and the general outlook likely to make their course of study successful.
25. In the event of an excess of applications, equal priority will be given to Lady Manners and Hope Valley College students and thereafter to other applicants according firstly to course availability and, secondly to distance using the criteria set out in paragraph 13.4 of this policy.
26. The school seeks to ensure that all applicants to the Sixth Form are appropriately prepared, well informed and familiar with the opportunities offered prior to entry. All students will have equal access to careers advice, guidance and support in preparation for decisions concerning further and higher education, vocational courses and employment.
27. Applications must be received by the date specified each year. Late applications will be put on a waiting list and will be considered in August.

### **Verification**

28. 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**

29. 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.

December 2018