



# Manor Drive Secondary Academy

## ADMISSIONS POLICY

**In force with effect from  
September 2025 admissions round**

**Presented for approval by Full Trustees December 2023**

Date approved: <sup>1</sup>	December 2023
Date reviewed: <sup>2</sup>	
Date of next review: <sup>3</sup>	Annual

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<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus three years

# Manor Drive Secondary Academy (MDSA) admission arrangements for September 2025

**Please note Manor Drive Secondary Academy is open for Year 7, Year 8, Year 9 and Year 10 only during the academic year 2025/26 – applications can only be accepted for these Year Groups**

## 1.0 Introductory statement

Manor Drive Secondary Academy is part of the Four Cs MAT and is its own Admission Authority. We are an innovative new school, with a dynamic curriculum and a focus on community and wellbeing. All admission applications for September 2025 are administered by MDSA following receipt of an admissions application form and in line with the information contained within this policy.

## 2.0 Admission number(s)

MDSA has an admission number of 150 for entry in Year 7, Year 8 and Year 9 in September 2025. The admission number for Year 10 is 120. The Trust feel it would be prejudicial to the education of the children at MDSA to over-admit children into Year Groups.

MDSA will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant Year Group are received, the Academy Trust will offer places at MDSA to all those who have applied.

## 3.0 Application process – Year 7

This procedure is carried out by the Local Authority. Peterborough children who attend a Local Authority Peterborough Primary school will be given information in September of their Year 6 which explains the process. Parents / carers of Year 6 students who do not attend a Peterborough Primary school but live in Peterborough should contact the Admissions Team at the Education Office in Peterborough in the September prior to entry into Secondary Education.

**The information in this policy may assist prospective parents / carers. Please study the admission and over-subscription criteria below carefully.**

The closing date for applications is 31 October 2024.

Offers will be made on 1 March 2025.

## 4.0 Application process – In Year

In-year admissions are administered by MDSA. Applications can be made by visiting MDSA to complete an application form or using the form that can be found on the MDSA website. Full details on the in-year admissions process and the allocation timetable can be found on the MDSA website:

[www.manordrivesecondary.org.uk](http://www.manordrivesecondary.org.uk)

If there is a vacancy in the Year Group, then a place will be allocated. If MDSA does not have a place in the Year Group being sought then the procedure for Appeal will be explained. Please see the Admissions over-subscription Criteria for further reference.

## **5.0 Oversubscription criteria**

The criteria in this section apply to entry at Manor Drive Secondary Academy.

When MDSA is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming MDSA, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in Care – ‘Looked After Children’ and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This also includes 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.
2. Children of all members of staff at Manor Drive Secondary Academy provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Priority will next be given to the siblings of pupils attending MDSA at the time the application is received.
4. Priority will next be given to Year 6 students who live inside of catchment and attend the feeder school as long as they have attended that feeder school for at least 1 full school year.
5. Priority will next be given to children living within the MDSA catchment area set out in the map at the end of the policy. Children living on the boundary line will be considered to be living within the catchment area.
6. Priority will next be given to Year 6 students who live outside of catchment and attend the feeder school as long as they have attended that feeder school for at least 1 full school year.
7. Other children whose parents have requested a place (NB Measurements for this will be done from the Academy to the home address).

## **6.0 Tie-break**

If in the over-subscription criteria a tie-break is necessary to determine which child is admitted, the child living closest to the Academy will be given priority for admission.

Under the co-ordinated Local Authority scheme for new Year 7 admissions, the distance is measured from the child’s home to the front gates of the Academy in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the Academy. The seed point is taken from the Ordnance Survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

In-Year admission distance measurements are measured using the tool Google Maps by measuring a straight line from the Academy to the home address of the child.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) when the same family ties for the final place. In view of this rare occurrence, we will admit them all and exceed our PAN.

## **7.0 Late applications – Year 7**

All applications received by the Academy after the deadline of 31 October 2024 will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.

## **8.0 Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal Year Group is being requested.

When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

## **9.0 Accelerated admission**

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however the Academy does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child's educational and social development.

## **10.0 Waiting Lists**

The Academy will operate a waiting list for each Year Group. Where the Academy receives more applications than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year/the end of the academic year. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **11.0 Appeals**

If a child is not offered a place at the Academy, it is because to do so would prejudice the education of other children, as it would exceed the Published Admission Number. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents / carers should contact the Academy for further information should they wish to appeal.

The timetable for admission appeals to be heard can be found on the Academy website and the Peterborough City Council website.

## 12.0 Review

This policy will be reviewed annually, in light of any changes to the Published Admission Numbers (PAN) and/or the over-subscription criteria. (A full consultation may be required for some of the changes).

### Notes

#### **Home address**

The home address is the address of the parent with whom the child normally lives from Monday to Friday. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately, but the child lives with both parents at different addresses, **the child's home address will be taken to be the address where the child lives for most of the week.** If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer eligible to receive Child Benefit. As part of the admissions process, a parent may be asked to provide proof of address. To ensure that offers of school places are made fairly, the Academy is committed to following strict address verification procedures. In cases of flats the priority is that of floor level ie ground, first, second etc, in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of a place.

#### **Sibling**

Are defined as children aged between 11 and 16, living together in the same family unit, who have a sibling on roll of Manor Drive Secondary Academy at the time of application and admission to the school. Siblings include; brother or sister, half brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This does not include children temporarily living in the same family unit – for example, a looked after child in short term, or interim foster placement. In every case, the sibling must be living permanently in the same home (at least Monday to Friday) and must be on the roll of the Academy or have been offered and accepted a place at the Academy at the same time of application and when the child starts.

#### **Feeder school**

Manor Drive Primary Academy is a feeder school of Manor Drive Secondary Academy. Children will need to have attended Year 6 at the feeder school for at least one full school year to qualify for this allocation.

#### **Catchment map**

The catchment area for MDSA incorporates the Manor Drive estate and the area to be known as Norwood 2 outlined in green.

Catchment Area for Manor Drive Secondary Academy

