



LAWN MANOR

ACADEMY

Admission Policy (2020-2021) (updated September 2018)

Lawn Manor is an Academy and the Admission Authority is the Royal Wootton Bassett Academy Trust, who are responsible for the Admission Policy and arrangements.

At age 11

Pupils are admitted to Lawn Manor Academy at age 11 without reference to ability or aptitude. The published admission number of children aged 11 for the academic year commencing on 1st September 2020 is 200.

A child who has a Statement of Special Educational Needs or Education Health Care Plan (EHP) will be admitted to the school named on the child's EHP.

Over-subscription criteria:

In the event of oversubscription, Lawn Manor Academy will prioritise applications in the following order. Applications will be prioritised within each criterion by straight line distance, measured from the centre point of the home address to the centre point of the academy site.

1. Children in Public Care: Lawn Manor Academy gives high priority to any child in the care of a Local Authority or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989.
2. Any child who has a sibling attending Lawn Manor Academy at the time of application.
3. A child of a staff member employed by the Royal Wootton Bassett Academy Trust (RWBAT) at the time at which the application to the school is made.
4. Children attending an RWBAT primary school at the time of application
5. Children attending Lawn Manor Academy Feeder Primary schools at the time of application: Lawn Primary, Lainesmead Primary, Oaktree Primary, Goddard Park Primary, Drove Primary, Mountford Manor Primary.
6. Distance from Lawn Manor Academy for children attending primary schools that are not Feeder Primary schools.

Decider

In all cases where Lawn Manor Academy is oversubscribed, distance measured as a straight line will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation. The

random process will be repeated and any previous random order will be discarded. In the case of multiple births, the Governors of Lawn Manor Academy may decide to admit all children.

Definitions and details

Child in Public Care

This applies to a Child Looked After, 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. A Child Looked After 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 function defined by Section 22 (1) of the Children Act 1989. If a child has ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

Siblings

A child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the academy place is sought is living in the same family unit at the same address as the sibling who is attending Lawn Manor Academy at the time of admission.

Children of RWBAT Employee

- a) Where the member of staff has been employed within the Trust for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Employees must be on the permanent payroll of RWBAT. Employees must complete and submit an additional form within the application process.

Distance

This distance is measured as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the academy. If the direct distance measurement does not separate applicants, places will be offered by random allocation. If there is a joint address, the one which 'Child Benefit' is sent to will be used as the home address of the child.

Waiting List

If your child has been refused a place at Lawn Manor Academy, he or she will automatically be placed on the Academy's waiting list. Names can only be removed from the list if a parent has requested that we do so, or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. Lawn Manor Academy, consistent with the Local Authority, will keep a waiting list for each year group for one Academic year.

Late Applications

The closing date for all applications is 31st October 2019. Any application received after the closing date for the normal round of admissions will be treated as late and will be considered after all on-time applications have been considered.

Offers to parents / carers

The child's home Local Authority will then inform the parent / carer whether or not a place has been offered on 1st March 2020 known as the National Offer Day. Parents/carers will be advised via a letter, or an email depending on their method of application.

Applications after the Normal Admission Round

Any application for a place in-year at Lawn Manor Academy should be made in the first instance to Swindon Borough Council, via the Common Application Form online portal:

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/424/secondary_school_places_and_admissions

A Common Application Form is also available as a hard copy.

The Local Authority then forwards this application to Lawn Manor Academy for the Governors to consider against their oversubscription criteria. The Governors consider this within 10 school days and informs the Local Authority of the decision. The Local Authority informs the parent/carer of the decision via a decision letter.

Parents/carers applying for places in an oversubscribed Academy will be informed of their right of appeal.

The Published Admission number (PAN) for Lawn Manor Academy is 200.

Where a place is available within the relevant year group a place will be allocated. If there is, at any one time, more applications than available places available in any one year group, the over-subscription criteria (as set out earlier) will apply.

Decider

In all cases where schools are oversubscribed, the oversubscription criteria will be applied and used to prioritise applications. If the direct distance does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births the Governors of Lawn Manor Academy may decide to admit all children.

Appeals

Parents have a right to appeal to an independent appeal panel against any decision made regarding the admission of their child. Information about the appeal procedure will be provided where a place at Lawn Manor Academy has been refused. Applicants should contact:

School Admissions, Swindon Borough Council,
Wat Tyler House,
Beckhampton Street,
Swindon,
SN1 2GH.
Email: schooladmissions@swindon.gov.uk

Your case will be heard by an Independent Appeal Panel at a meeting to which you will be invited. The panel's decision is legally binding to all parties, and can only be challenged by the Local Government Ombudsman if there has been maladministration, or by Judicial Review. The Local Government Ombudsman can be asked to investigate the appeal if there has been maladministration and an application can be made for a Judicial Review.

Appeals for on-time applications will be heard by 7th July. 2020 Appeals for late applications will be included if possible but will be heard within 40 days of the appeal being lodged in accordance with the School Admissions Appeals Code.

The Local Government Ombudsman can be contacted at PO Box 4771, Coventry, Warwickshire, CV4 0EH or by E-mail at advice@lgo.org.uk

Unless there are significant and material changes in circumstances, only one appeal application may be made for each academic year.

Admission to a Cohort Outside the Normal Age-Group

The Academy carefully considers requests for admission outside a normal age group and makes a decision based on the circumstances of each individual case. The circumstances may for example involve the exceptionally high level of ability of a child, or personal or medical circumstances that have necessitated a student missing all or part of a year of education.

Note:

Pupils continue to be of compulsory school age until the last Friday of June in the school year that they reach 16; Year 11 Pupils remain on roll at Lawn Manor Academy and are therefore still Pupils of the academy until 31st August in the year they are 16 years of age.