

**Admission Policy (2025-2026)  
(updated December 2023)**



**Approved by:** Lawn Manor Academy LGB      **Date:** 15<sup>th</sup> December 2023

**Last reviewed on:** December 2023

**Next review due by:** November 2024

## Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

Lawn Manor is an Academy, and the Admission Authority is the Ascend Learning Trust, who are responsible for the Admission Policy and arrangements. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

## The Normal Admissions Round:

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

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 1<sup>st</sup> September 2025 is 200.

A child who has an Education Health Care Plan (EHP) will be admitted to the school named on the child's EHP.

## How to apply

For applications in the normal admissions round you should use the online application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

## Over-subscription criteria:

In the event of oversubscription, Lawn Manor Academy will prioritise applications in the order below; 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 school site.

1. Children in Public Care – Looked After Children / Previously Looked After Children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 and who will continue to be on roll at the time of admission.
3. A child of a staff member employed by the Ascend Learning Trust (ALT) at the time at which the application to the school is made.

4. Children attending Lawn Manor Academy Feeder Primary schools at the time of application: Lawn Primary & Nursery School, Lainesmead Primary School & Nursery, Oaktree Nursery & Primary School, Goddard Park Primary, Drove Primary, Mountford Manor Primary School.
5. 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**

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

#### **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 application and who will continue to be on roll at the time of admission.

#### **Children of ALT 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.

If applicants wish to be considered under this criterion, then a letter from the Headteacher confirming one of the above applies to the applicant and this must be provided at the time of application.

This applies to all staff groups.

#### **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 school. 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 school'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 31<sup>st</sup> October 2023. 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 1<sup>st</sup> March 2025 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](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/424/secondary_school_places_and_admissions)

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 school 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/carers 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 the school about this.

The 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 approximately 7<sup>th</sup> July 2025; please note that the specific date is yet to be published. 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](mailto: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**

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. A LA form, available on the website, must be completed which will then be sent to the school for consideration.

They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed above. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round via the Swindon Borough Council's Coordinated Admissions Scheme. As is the case in the normal admissions round, all children whose EHCP names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.