



# Admissions Policy

## Manshead CE Academy

### 2027 - 2028

<b>Policy type</b>	<b>Statutory Trust Policy with local context</b>
<b>Reviewed</b>	<b>Annually</b>
<b>Author/Responsible Officer</b>	<b>Headteacher/Governance Officer</b>
<b>Approved by</b>	<b>Trust Board</b>
<b>Date of ratification</b>	<b>24<sup>th</sup> February 2026</b>
<b>Date of next review</b>	<b>Autumn 2026 for 2028/2029</b>

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

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## **Our mission, vision and values**

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work, and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles. In our Trust, just as in the wider Church of England community, 'flourish' refers to prospering, thriving and growing – not shrinking out and dying. It means prayerfully encouraging all within our schools so that they might prove fruitful, successful and contented in the longer term. We seek to provide space generously for all to flourish in life and all of its structures. Equal treatment for all pupils, staff and the wider community is a core part of enabling this long term, holistic flourishing.

We have a clear **vision** about creating successful schools for the benefit of their communities. All schools provide rich and diverse curricula which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to continue to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of:

Hope; Nurture; Equality; Respect; Collaboration

The Trust's vision is underpinned by a Christian values framework which is adopted by all schools. It provides clear expectations for all Trust employees on how we wish our values to impact on all areas of school life. It draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Each school within the Trust has a personalised vision for education, developed locally to reflect the individual character and needs of the school community. This vision is underpinned by the Trust's wider vision, and agreed with the Trust, but it is owned and driven by the headteacher and their LGB.

## **Our community**

The Trust are dedicated to delivering education that serves local communities. Our schools are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing schools with the highest levels of academic rigour and pastoral care.

Our schools are places where children and young people develop and thrive intellectually, socially, culturally and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

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### Statement of Intent

Manshead CE Academy is part of the Diocese of St Albans Multi-Academy Trust (DSAMAT) family. At Manshead CE Academy, we welcome all pupils, and places at the school are offered in an open and fair way.

The number of places available is determined by the capacity of the school and is called the 'published admissions number'. The Published Admission Number for the school is:

- 210 for entry to year 7 and
- 1 for entry to year 12.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Academy Trust	Schools Adjudicator	Academy Trust

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.



## Contents

1	Introduction and General Principles
2	Applications
3	Tie-Breaker
4	Definitions
5	In-year admissions
6	Out of year group education
7	Waiting list
8	Appeals
9	Admission and Oversubscription Criteria for Entry into the Sixth Form
10	Monitoring and Review

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## 1. Introduction and General Principles

- a. Manshead CE Academy is a member of the Diocese of St Albans Multi-Academy Trust, which is the admission authority for the school. It provides an education for children and young people aged 11-18 and welcomes applications from parents of all children, regardless of faith, gender, race or academic ability.
- b. The Diocese of St Albans Multi-Academy Trust is responsible for the admission of pupils to Manshead CE Academy and admits up to 210 pupils to year 7 each September. This published admission number (PAN) has been agreed by the Trust and applies to the year 2027-28 Please see section 8 for admission to Sixth Form at Year 12.
- c. The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation, for entry to year 7 in September 2027. The LA will manage the process on behalf of the school according to the scheme published each year. The Trust, as the Admission Authority, will allocate the available places in line with this policy.

## 2. Application process

- 2.1 Information for Central Bedfordshire residents on completing the 'on line' application by the closing date of 31<sup>st</sup> October 2026 and notification dates of admission decisions are published in the Local Authority school admissions booklet, which is also available from their website: [Central Bedfordshire Admissions Process](#) Parents living outside the Central Bedfordshire Council area must make an application via their home local authority.
- 2.2 All applications **must** be made on the **home** Local Authority Common Application Form (CAF). The closing date for admission application forms to be received by the home LA is 31<sup>st</sup> October 2026.
- 2.3 Parents of children who are being educated in the year group below their normal age group in their current school setting and who wish (i) to include Manshead CE Academy in their preferred list of secondary schools for year 7 entry and (ii) for their child to continue to be educated out of year group when they start secondary school, are advised to submit a request for their child to be admitted out of year group, as soon as their child begins year 5 (and before the normal admissions round for year 7 entry closes on 31<sup>st</sup> October). If this recommended process is followed then the Trust will respond to the request before secondary national offer day. However, all requests will be considered (please also see section 6 below).
- 2.4 The Trust will admit a child with an Education Health Care Plan (EHCP) which names the school. These children will be admitted before any oversubscription criteria are applied.
- 2.5 Where a place is offered to one twin or multiple birth child the other twin or multiple birth sibling(s) will also be admitted, even if the school is full and the published admissions number has been reached.
- 2.6 When there are more applications than there are places available, the Trust will admit pupils according to the following criteria in order of priority (please also see definitions in section 4):
  - A** ***Looked after Children or children who were previously looked after***  
All 'looked after' children (LAC) or children who were previously 'looked after' (PLAC) including those children who appear (to the Trust) to have been in state care outside of

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England and ceased to be in state care as a result of being adopted (IAPLAC)

***B. COMMUNITY PLACES (160) – Up to the next 160 places will be offered as ‘Community places’ in the following order of priority***

- (i) Children of staff at Manshead CE Academy
- (ii) Children with siblings at the school whose home address is within the designated catchment area at the time of application
- (iii) Other children whose home address is within the designated catchment area at the time of application
- (v) Other children who are siblings of students of Manshead CE Academy at the time of application
- (vi) Children attending feeder schools
- (vii) Children with very exceptional medical reasons for attending Manshead CE Academy

***C. FOUNDATION/FAITH PLACES (50) – Up to the next 50 remaining places will be offered as ‘Foundation/Faith places’ in the following order of priority***

- (i) The children of a parent/guardian who, at the time of application, is a practising member of the Church of England
- (ii) The children of a parent/guardian who, at the time of application, is a practising member of another Christian denomination
- (iii) Children attending schools within the Ashton Foundation (Ashton St Peter’s Primary School)

***D. OTHER PLACES***

- (i) In the event of under subscription in either category A or category B, any unallocated places will in the first instance be given to any applicants from the other category who have not yet been allocated a place, using the order of priority set out above.
- (ii) In the event that any places remain unallocated after all applicants under categories A and B have been allocated a place at the school, the remaining places will be given to those applicants whose home address is nearest to the school.

**3. Tie-breaker**

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using Central Bedfordshire’s computerised mapping system, with those living closer to the school receiving the higher priority. Distance will be measured from the address point of the pupil’s home to a point on the school site agreed with the Trust, namely the main entrance of the school. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Synergy Admissions database to allocate the place.

**4. Definitions**

**4.1 ‘Looked after’ children**

The Children’s Act 1989 defines a child who is ‘looked after’ as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Previously looked after children will be prioritized under category 2.6A if they were looked after immediately before being adopted or becoming subject to a child arrangements order

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or a special guardianship order. 'Adopted' refers to an adoption order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 12 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

In state care outside of England means in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

#### **4.2 Home Address**

The address given on the application form must be the child's permanent home address at the closing date for applications.

If a child lives at more than one address because childcare arrangements are shared, the Trust will consider the address for admission purposes to be the one where the child lives for the majority of the time, unless the application is supported by a copy of a Court Order stating that a different address must be used for school admission applications.

If a child lives at two different addresses equally, the application must include a copy of any Court Order which states the address to be used for school admission purposes. Where there is no such Court Order in place, parents should make a single joint application naming one address. If a joint application is not submitted, a range of evidence will be requested to enable the Trust to determine the principal parental address for school admission purposes.

Please note that applications submitted by separated parents will be subject to the same address verification checks as all other applications.

#### **4.3 Sibling**

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or fostered brother or sister where care has been arranged by a local authority, or the child of the parent/carer's partner, and in every case, the applicant should be living at the same address as the sibling. Where the applicant lives at more than one address, the sibling must live at the same address as the applicant child for the majority of the school week. The sibling must be on the roll of the school at the time of application and be likely to remain in the school at the proposed date of admission.

#### **4.4 Designated Catchment area**

The catchment area is defined as within the purple line on the map at the end of this policy.

#### **4.5 Feeder schools (2.6 B (vi))**

Kensworth CE Academy, Totterhoe CE Academy, Thomas Whitehead CE Academy, Studham CE Academy, Caddington Village School, Slip End School, St Augustine's Academy, St Mary's Catholic School (Dunstable Rd, Caddington).

#### **4.6 'Very Exceptional' Medical Grounds**

'Very exceptional' medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend Manshead CE Academy and where

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Manshead CE Academy is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to Manshead CE Academy and the difficulties that would be caused if the child had to attend another school. The Trust reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

#### **4.7 Christian denomination**

For the purposes of this policy another Christian denomination is one which is a member of Churches Together in Great Britain and Ireland or the Evangelical Alliance or is a member of the Fellowship of Independent Evangelical Churches.

#### **4.8 Practising member (Categories 2.6 C (i) and (ii))**

Is defined as one who, for a period of 12 months immediately prior to the time of application, has attended public worship at the church or religious meeting-place at least once in each calendar month.

#### **4.9 Verifying attendance at public worship**

Applicants under categories 2.6 C (i) and (ii) are required to provide confirmation of practice from the relevant religious leader in writing, on the application form, in the space provided. In the event that during the 12 month period specified for attendance at worship the church or religious meeting-place has been closed for public worship and has not provided alternative premises for that worship, the requirements of this policy in relation to attendance will only apply to the period when the church, religious meeting-place or alternative premises has been open for public worship.

#### **4.10 Children of staff**

The Trust will give priority under category 2.6B(i) to children of staff where either or both of the following circumstances apply: a) where the member of staff has been employed at the school 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 at the school for which there is a demonstrable skill shortage. The staff member must be the child's biological or adoptive parent or have legal parental responsibility for the child and the child must be living at the same address as the member of staff at the time of application (which must be the address given on the application form)'. Staff members can obtain a list of roles for which the Trust has determined there to be a demonstrable skill shortage by emailing [jhoughton@stalbandsmat.co.uk](mailto:jhoughton@stalbandsmat.co.uk).

### **5. In-Year Admissions**

- 5.1 All in-year applications should be made direct to the school: [admissions@mansheadschoo.co.uk](mailto:admissions@mansheadschoo.co.uk). The published in-year arrangements will include a suitable application form for parents to complete, including a Confirmation of Religious Affiliation Form, if relevant to their application, and will set out when parents will be notified of the outcome of their application and details of the right to appeal if their application is unsuccessful. The Trust will consider all in-year applications and will notify all parents of the outcome of the application within 15 school days of receipt of an in-year application. If an offer is made and accepted, Manshead CE Academy will make arrangements for the pupil to start as soon as

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possible. If there are more applicants than available places, then the Trust will apply the oversubscription criteria set out in 2.6 of this policy in order to allocate any available places.

- 5.2 Parents of children entitled to be considered under a Fair Access Protocol may also make an In Year application to the school as described in 5.1. The Trust cooperates with the LA's Fair Access Protocol for children who are hard to place and will admit children allocated a place at the school under the Protocol even if the school is full. FAP children will also be admitted before those on the continuing interest list and above the PAN if necessary

## 6. Out of year group applications

Children are normally educated in their correct chronological age group, with the curriculum differentiated as necessary to meet their individual needs. However if parents wish their child to be educated in a different group they must make a request in writing to the Trust, at the time of application, for their child to be admitted out of year group and should enclose with their request any evidence they wish the Trust to consider in support of that request. Requests should be made by letter addressed to the Trust ([jhoughton@stalbandsmat.co.uk](mailto:jhoughton@stalbandsmat.co.uk)). The Trust will make its decision in the best interests of the child, based on the individual circumstances of each case, including the view of the child's parents and of the headteacher; the child's social, academic and emotional development; where relevant, the child's medical history and the views of a medical professional; whether or not the child has previously been educated out of year group; and whether the child may naturally have fallen into a lower age group if it were not for being born prematurely. If the request is agreed there is no guarantee that a place will be available in the desired year group and if the request is denied there is no right of appeal from the Trust's decision; reasons will however be given for the Trust's decision. Please also see section 2.3 above.

## 7. Waiting List

- 7.1 All unsuccessful applicants will be placed on a waiting list. Applications will be re-ranked according to the oversubscription criteria in 2.6 above each time a child's name is added to the list and a child's place in the list can change as other children join or leave it. Waiting lists for all year groups will be maintained until the end of the summer term of the academic year of intended entry.

## 8. Appeals Process

- 8.1 Parents who have not been allocated a place for their child have a right to appeal to an independent panel.

Parents wishing to appeal should complete the electronic form available on the local authority's website: [Central Beds Appeals process](#). If they prefer a paper application, they can request one by email from [education.appeals@centralbedfordshire.gov.uk](mailto:education.appeals@centralbedfordshire.gov.uk)

The form should be sent to reach the Clerk to the Appeal Panel within 20 school days of the date of the letter confirming the Trust's decision not to offer a place.

- 8.2 Please note that a repeat application within the same academic year will not be considered by the Trust unless there has been a significant change in circumstances.

## 9. Admission and oversubscription criteria for entry into the Sixth Form

- 9.1 Manshead Church of England Academy welcomes applications into its Sixth Form from students without reference to ability or aptitude. However, students will only be offered places subject to them achieving the minimum requirements for entry to the Sixth Form, as outlined in the Sixth

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Form Prospectus available on the school's website. Please also see the Sixth Form Prospectus for more information about minimum requirements for access to specific courses and subjects.

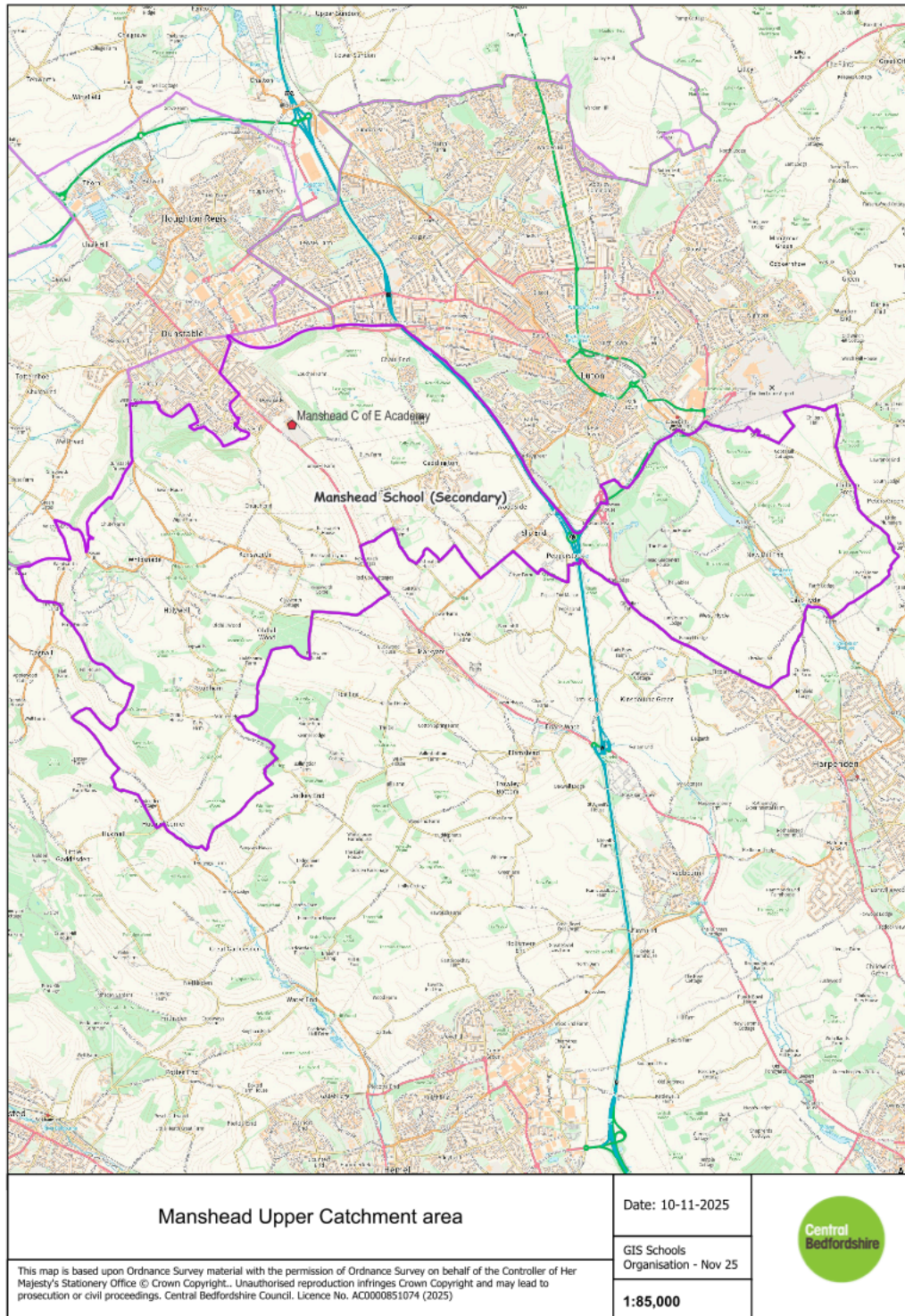
- 9.2 The total number of places available for level three courses in Year 12 is 200. The published admission number for entry to Year 12 is one and a minimum of one place will be offered to an external applicant, subject to achievement of the entry requirements above.
- 9.3 If the number of external applicants achieving the entry requirements exceeds the number of places available, the following criteria will be applied, in the order set out below, to decide which students to admit to the Sixth Form (please also see the definitions in section 4):
- "Looked after" and "previously looked after" children
  - Students living within the designated catchment area
  - Siblings of students attending Manshead Church of England Academy at the time of application
  - Any other students
- 9.4 In the event of oversubscription within any of criteria 9.3 a) to d) the tie-break will be the distance the pupil lives from the school, measured in a straight line, with those living closer to the school receiving the higher priority. The distance will be measured from the pupil's home address to the main entrance of the school. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be an independently-supervised random draw.
- 9.5 An application form for Manshead Church of England Academy Sixth Form is available within the Sixth Form Prospectus or from the school website. When completed, applicants for a place at Manshead Academy Sixth Form starting in September 2027 should return this form to the Assistant Head (KS5) by the date outlined in the Prospectus. Applications received after this date will only be considered after all on-time applications have been decided.
- 9.6 The allocation of places for Sixth Form, will take place after this deadline and parents will be informed by the middle of May as to whether a conditional place (subject to the student meeting the Sixth Form minimum entry requirements) will be offered. The offer of a place does not guarantee that external applicants who meet the minimum entry criteria will be able to access specific subject courses.
- 9.6 If there are more applications than places available, a waiting list will be maintained until the third Friday in September 2027.

## **10. Monitoring and Review**

- 10.1 The Trust Board is the admission authority for the Academy and has the responsibility for reviewing the implementation and effectiveness of this policy. The policy will be approved by the Trust Board and promoted and published throughout the Trust.
- 10.2 The policy will be reviewed annually.

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**Map of Manshead CE Academy Catchment (within the purple line)**



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