



## **Admission Policy for Ravensbury Community School**

### **Admission Criteria and other important information** **2024-2025**

Ravensbury Community School is a school that centres on children, families and their community. Everything we do is designed to provide an active learning environment where children want to learn and succeed. We aim to provide a school where your children feel confident that they are safe, cared for and a school that stimulates their creativity and self worth.

If necessary you can apply to change schools any time during your child's education. The decision to change schools is important and you should be sure it is right for your child.

You may also need to apply for a school place if you have recently moved into the country or into Manchester. If your child is 10yrs or 11yrs old and you want a place in year 6 you will need to apply to Manchester Admissions Department for a school place.

Here are the admission criteria for 2024-2025 for Ravensbury Community School in accordance with Manchester City Council.

- Places are not given out on a first come first serve basis.
- Attending a school nursery does not mean your child will automatically be given a place in that school's reception class. You must make an application for admission to the reception class.
- Each school has a set number of reception places on offer. Where the number of children applying for places is within the set number of places, then every child gets a place.
- In order for the school to sustain full time Nursery provision, parents who are applicable for the free 30 hour "Childcare Choices" must register online and apply every term. The code is to be passed on to the school office as soon as available.
- Where there are more applications than places available, the following admission criteria will be used to decide who is offered a place. Starting with those children in Category 1, places are then given out until the set number for the reception class is reached.

## **Category 1**

Children who are looked after by a Local Authority

## **Category 2**

Children with exceptional circumstances medical/social needs

If a special medical or social need means there is only one school your child can go to, please indicate this in your application. We will then send you a separate form to complete and return, along with a letter from your doctor or social worker. A panel of officers will assess whether your child should be put in Category 2. Any category 2 forms without a letter from a doctor or social worker will not be considered.

## **Category 3**

Children who have an older brother or sister attending the preferred school when they take up their place and living at the same address. This includes adopted siblings, stepsiblings and foster children.\*

\*In the event that a Category 3 will cause a school to exceed its planned admission number (PAN), admissions will be prioritised according to the distance between the child's permanent address and the school, measured in a straight line. Those children living nearest to the school will be admitted until all the places have been taken up.

## **Category 4**

All other children will be prioritised according to the distance between their permanent home address and the school. Those children living nearest to the school will be admitted until all the places have been taken up.

## **How we calculate distance for Categories 3 & 4**

We use a computerised measuring system to measure distance in a straight line from the centre point of the child's permanent home address to the centre point of the school, as defined by the Ordnance Survey, the national mapping agency. Those living closer to the school will receive higher priority.

## **Nursery Admission**

Where there are spare Nursery places available the school reserves the right to offer early admission for 3 year olds who are school ready (see criteria) and who have siblings in the school. In this instance priority will be given to working parents.

We are committed to offering full time places of 30 hours per week including lunch provision for all Nursery children. However this is subject to government funding. We ask that working parents register with [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) as a condition of accepting the Nursery place.

Eligible families will receive a unique code which must be used in the school nursery setting.

### **Waiting list**

For the Primary Admission Round a waiting list will be held up to the end of each term. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

For In Year applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from all waiting lists. The only exception to this will be if the applicant has not been offered a place. In this circumstance the applicant will be kept on the waiting list for the next term. Details of the waiting list process will be on the application forms and on the offer letters sent to applicants.

In Year Admissions - are Reception to year 6 applications received during the academic year, if more applications are received than places available the oversubscription criteria will be applied.

### **Tie Breaker**

Proximity to school is used as a tie-breaker, those living closest being given priority. On the rare occasion where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

### **Appeals**

Appeals Parent(s) have the right of appeal to the school's Independent Appeal Panel if they are dissatisfied with an admission decision of the school. Further assistance is available at the school office. Appeals are heard by an impartial Appeals Panel. The Admissions Office will send the appeals to the Clerk to the Appeals Committee who will inform applicants of their rights of appeal and the appeal procedures. The determination of the appeal panel is binding on all parties.

### **Making an application**

Application forms and guidance notes are available to download from our website or to collect from the main reception and are available from the Local Authority.

In Year Admissions In year admissions are requests for places in any one year group received by the LA after the beginning of the Autumn term.

Parents/Carers will contact the LA when enquiring about an in-year school place. The Local Authority, in liaison with the Governing Body, will notify parents of places at Ravensbury Community School.

If the application is not successful parents/carers have the right to Appeal against the decision.

### **Closing date for applications**

The closing dates for applicants residing in other authorities should be checked with the relevant authority. Applications should be posted or delivered to arrive at the address given on the Common Application Form by the time stated. Parent(s) applying after this date should attach a covering letter to explain why their application is late. Late applications may not be considered until after consideration has been given to those applications received by the deadline.

If you would like more information on the Local Authorities admission policy please visit [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).