

Admissions Policy



Manchester Mesivta School 2025-26

Approved by:

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A Topperman Chair of Governors

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1. 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

2. Legislation and statutory requirements

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

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

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.

Looked-after children, as defined in section 22 of the Children Act 1989, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

Applicants should also complete the school supplementary application form available from the school and return it to applications@mesivta.co.uk by 31st October.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Applications for admission outside a child's normal age group should be made directly to the school's admission officer applications@mesivta.co.uk, initially requesting a school application form and returning it completed directly to the school.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and 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. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. 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.

6. Allocation of places

6.1 Published admission number (PAN)

The school has a published admission number of 40 pupils for entry in year 7.

6.2 Selection and banding

Places will be offered without reference to academic ability.

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, the Governing Body will give places in order of the criteria set out below, until all places are filled.

1. Highest priority will be given to Orthodox Jewish boys in public care (looked-after children) and all previously looked-after children who were looked after, but ceased to be so because they were adopted by an Orthodox Jewish family (or became subject to a residence order within an Orthodox Jewish family or special guardianship order within an Orthodox Jewish family) who apply for a place at the school.
2. Other looked after boys in public care (LAC) and previously looked after boys. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
3. Priority will next be given to Orthodox Jewish children on the basis of social or medical need. The school requires supporting evidence, a letter from a doctor or a social worker, to support an application on the basis of social or medical need.
4. Priority will next be given to Orthodox Jewish children with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address at the time of admission. Priority will not be given to children with siblings who are former pupils of the school.
5. Priority will next be given to Orthodox Jewish children who attend named feeder schools. Our named feeder schools are Yesoiday HaTorah (Voluntary Aided) School and Broughton Jewish Cassel Fox (Voluntary Aided) Primary School (or the successors to these schools), with which the Manchester Mesivta has a longstanding association;
6. Other Orthodox Jewish Boys not included above.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the walking distance from - the point on the highway nearest to the centre of the child's house to the mid-point of the school) - (using the Local Authority's computerised mapping system) as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

If there is a situation where only one place is available and the next boy to be offered is one of twins or other multiple births, both boys or the brothers of multiple birth will be offered places.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

6.5 Waiting list

The Governing Body will maintain a waiting list of applicants until 31 December of each school year of admission. Boys will be placed on that list in order as determined by the criteria stated above. Places will be offered to boys on the waiting list as vacancies arise in accordance with Bury LEA's arrangements.

Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.7 below) must take precedence over those on the waiting list. There is an additional consideration for faith schools here – see paragraph 1.37 of the school admissions code.*

* Excerpt from Schools Admissions Code

Faith based oversubscription criteria in schools designated with a religious character

1.36 As with other publicly funded mainstream schools, these schools are required to offer every child who applies, whether of the faith, another faith or no faith, a place at the school if there are places available. Schools designated by the Secretary of State as having a religious character (commonly known as faith schools) may use faith-based oversubscription criteria and allocate places by reference to faith where the school is oversubscribed.

1.37 Admission authorities must ensure that parents can easily understand how any faith-based criteria will be reasonably satisfied. Admission authorities for schools designated with a religious character may give priority to all looked after children and previously looked after children whether or not of the faith, but they must give priority to looked after children and previously looked after children of the faith before other children of the faith. Where any element of priority is given in relation to children not of the faith, they must give priority to looked after children and previously looked after children not of the faith above other children not of the faith

1.38 Admission authorities for schools designated as having a religious character must have regard to any guidance from the body or person representing the religion or religious denomination when constructing faithbased admission arrangements, to the extent that the guidance complies with the mandatory provisions and guidelines of this Code. They must also consult with the body or person representing the religion or religious denomination when deciding how membership or practice of the faith is to be demonstrated. Church of England schools must, as required by the Diocesan Boards of Education Measure 1991, consult with their diocese about proposed admission arrangements before any public consultation.

6.7 Fair Access Protocol

We participate in Bury Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair

Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.8 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.9 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.10 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

applications@mesivta.co.uk

You can find details of our in-year admissions and an application form on the school website.

A hard copy of the information about in-year applications must be available on request for those who do not have access to the internet.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

applications@mesivta.co.uk

Appeals will be heard by an independent appeal panel.

9. Monitoring arrangements

This policy will be reviewed and approved by the Governors Curriculum and Personnel Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.