



ADMISSIONS POLICY

2019/20



At Fulwood Academy we will ensure that at every level, in all our work and throughout all aspects of academy community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, appearance, health conditions, home or personal situation, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our academy will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our academy community. The academy will work actively to promote equality and foster positive attitudes and commitment to an education for equality.



THE ADMISSION OF PUPILS TO FULWOOD ACADEMY FROM SEPTEMBER (2019/20)

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and The Fulwood Academy Trust.
2. The Fulwood Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of Fulwood Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, Fulwood Academy Trust will take part in the Lancashire Admissions Forum (South)¹, hereafter referred to as the Admissions Forum which is set up by the Lancashire County Council local authority, hereafter referred to as the LA, and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may direct Fulwood Academy Trust to admit a named pupil to the Fulwood Academy, hereafter referred to as Fulwood Academy, on application from a local authority. Before doing so the Secretary of State will consult Fulwood Academy Trust.
5. Fulwood Academy Trust shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Fulwood Academy Trust. The Independent Appeal Panel will be independent of Fulwood Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. Fulwood Academy Trust shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. Fulwood Academy Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

¹ This covers the areas of Fulwood , South Ribble, West Lancashire and Chorley



Consultation

7. The Fulwood Academy Trust shall consult the following parties on Fulwood Academy's proposed admission arrangements by 1 March in Fulwood Academy Financial Year beginning two years before Fulwood Academy Financial Year which the admissions arrangements will be for e.g. March 2019 for admissions in September 2020, ("Determination Year"):

- a) The LA.
- b) The admission forum for the LA.
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA.
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
- e) Affected admission authorities in neighbouring local authority areas.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

Academy Trust Determination of Admission Arrangements

8. The Fulwood Academy Trust will consider comments made by those consulted in accordance with paragraph 7, including any requests to amend the proposed admissions number, before determining the admissions arrangements for Fulwood Academy.

9. The Fulwood Academy Trust will determine Fulwood Academy's admission arrangements by 15 April of the Determination Year and notify those consulted in accordance with paragraph 7 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

10. Where The Fulwood Academy Trust has determined Fulwood Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 9, if any of those bodies object to Fulwood Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admissions Arrangements

11. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different to the admissions arrangements currently in existence for Fulwood Academy, Fulwood Academy Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements

12. Where the Secretary of State has received any representations made in accordance with paragraph 10, the Secretary of State must consult Fulwood Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that Fulwood Academy Trust amends the proposed admissions arrangements for Fulwood Academy. Fulwood Academy Trust shall comply with any such direction.

13. Where the Secretary of State has received an application made in accordance with



paragraph 11 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. Fulwood Academy Trust must comply with any such direction.

Publication of Admission Arrangements

14. Fulwood Academy Trust shall each Determination Year publish the Fulwood Academy's agreed admission arrangements by:

- a) copies being sent to the persons consulted in paragraph 7;
- b) copies being sent to primary and secondary schools in the LA's area;
- c) copies being sent to the offices of the LA;
- d) copies being made available without charge on request from Fulwood Academy;
- e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.

15. The published admissions arrangements will set out:

- a) the name and address of The Fulwood Academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation if relevant;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by the Fulwood Academy After Arrangements Have Been Published

16. Subject to paragraph 17, once Fulwood Academy's admission arrangements have been determined for a particular year and published, The Fulwood Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) The Fulwood Academy Trust has consulted those who were consulted under paragraph 7 above on the proposed variation;
- b) following such consultation, The Fulwood Academy Trust has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such change;
 - iii) any comments or objections to the proposal from those consulted; and
- c) following such application, the Secretary of State has provided his consent to the proposed variation.



17. The Fulwood Academy Trust shall following the prior written agreement or direction of the Secretary of State vary Fulwood Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

18. Any changes to Fulwood Academy's admission arrangements brought about through the variation processes in paragraphs 16 or 17 above must be published within Fulwood Academy's prospectus and website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 7.

19. The Fulwood Academy Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to Fulwood Academy to make representations to the Secretary of State that any aspect of Fulwood Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

20. Where a representation is made in accordance with paragraph 19, the Secretary of State may, after consulting The Fulwood Academy Trust, direct that Fulwood Academy Trust modify its arrangements for the admission of pupils to Fulwood Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Fulwood Academy Trust must comply with any such direction.

21. Records of applications and admissions to Fulwood Academy shall be kept by The Fulwood Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING PUPILS TO FULWOOD ACADEMY

Admissions Number

22 a. Fulwood Academy Trust has agreed an admissions number of 200 pupils to Year 7 for Fulwood Academy for the year 2018/19 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

22b. In any specific year, The Fulwood Academy Trust may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, Fulwood Academy Trust will consult those listed at paragraph 7. Pupils will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State. In the event of a tied distance measurement between address points the local authority's system of a random draw will determine which address(es) receive the offer(s)

Process of Application

23. Arrangements for applications for places at Fulwood Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.



24. The Fulwood Academy Trust will use the following timetable for applications to the Fulwood Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Admissions Forum, Lancashire County Council LA, neighbouring local admissions authorities, other local Academies and local Admissions Forum.

- a) By September – The Fulwood Academy Trust will publish in the Fulwood Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Fulwood Academy Trust will also provide information in relation to the Fulwood Academy to the Lancashire County Council LA for inclusion in the composite prospectus, as required;
- b) September/October – The Fulwood Academy Trust will provide opportunities for parents to visit Fulwood Academy;
- c) October – Common Application Form to be completed and returned to the Lancashire County Council LA to administer;
- d) LA sends Fulwood Academy applications to The Fulwood Academy Trust;(for 2019/20 the Academy has contracted with the L.A to manage the process on behalf of the Academy)
- e) Academy Trust sends the rankings of applicants who meet the admissions criteria and are to be offered places at the Academy to LA;
- f) February - Lancashire County Council LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- g) 1st March offers made to parents.

h) "Where there are twins, triplets, etc wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins/triplets, then the Local Authority's system for a random draw will decide which pupil receives an offer."

Consideration of Applications

25. The Fulwood Academy Trust will consider all applications for places at the Fulwood Academy. Where fewer than the published admission number(s) for the relevant year groups are received, Fulwood Academy Trust will offer places at Fulwood Academy to all those who have applied.

Procedures where Fulwood Academy is oversubscribed

26. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Fulwood Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) Looked after children and previously looked after children.



- b) children for whom, in the opinion of professional experts, there are exceptionally strong medical, social or welfare reasons for admission associated with the child and/or family which are directly relevant to Fulwood Academy. This may include some non-statemented pupils who have special educational needs.
- c) children who will have a sibling in attendance at Fulwood Academy at the time of transfer.

The term “sibling” includes step children, half brothers and sisters and adopted and foster children who are living with the same family at the same address.

- d) Other pupils with priority given to those that live nearest to Fulwood Academy. The measurement will be taken in a straight line from the centre point of the residence to the centre point of the Academy, using the Lancashire Local Authority’s geographical information system (GIS).

27. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

28. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, Fulwood Academy will operate a waiting list [for each year group]. Where in any year the Fulwood Academy receives more applications for places than there are places available, a waiting list will operate until one term after the start of the school year. This will be maintained by Fulwood Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

29. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 27. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

30. Address of pupil

The address used on the school’s admission form must be the current one at the time of application, ie the family’s main residence. If the address changes subsequently, the parents should notify the school. **Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings.** If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child’s address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child’s GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

31. Late applications for admission

Where there are extenuating circumstances, accepted by the Fulwood Academy Trust for an application being received after the last date for applications, and it is before the Fulwood Academy Trust has established the list of pupils to be admitted, then it will be considered alongside all the others.



Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

32. Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid year, it is necessary to fill in the Local Authority's Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. The Local Authority will consider the three preferences equally, in liaison with other admissions authorities. **The offer of a place can only be made by the Local Authority.**

If parents wish to visit the school before stating their preferences, they should contact Fulwood Academy.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Applicants cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Arrangements for Admitting Pupils to Other Year Groups, Including To Replace any Pupils Who have Left Fulwood Academy

33. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, Fulwood Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child, subject to any exceptional provisions in Regulations or the School Admission Code. If more applications are received than there are places available, the oversubscription criteria in paragraph 27 or for post-16 places, paragraph 28, shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for Admission of pupils as Fulwood Academy Builds to its Full Capacity

34. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Fulwood Academy and the efficient use of resources.

35. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.