



# Admissions Policy

## 2024 - 2025

We Care ● We Challenge ● We Commit

Document Control Table			
<b>Document Title:</b>	Admissions Policy		
<b>Owner:</b>	Dunstone Education Trust		
<b>Approved on:</b>	September 2022		
<b>Author Name:</b>	Andrew Galbraith		
<b>Version</b>	V1		
<b>Approved by:</b>	Dunstone Trust Board		
<b>Review date:</b>	September 2023		
Document History:			
Version	Date	Author	Note of revisions
V1	Sept 2022		Adoption of Policy

## Mission

To promote a culture of educational excellence, kindness and respect within our school and wider community. Where pupils and staff care about learning and each other, are committed to being their best and together confidently challenge barriers to learning. This is underpinned by our values; We Care, We Challenge, We Commit and our Fundamental British Values.

### We Care – Being a responsible citizen in Fulwood and our wider community

- We are approachable, caring and inclusive
- We **respect** one another and show kindness to all
- We make the right choices even in difficult circumstances
- We speak politely and use our manners
- We are responsible for our own physical and mental well-being and support others
- We help other pupils, teachers and other adults where we can
- We show **tolerance** for other faiths and religions and speak up for causes such as anti-bullying, equality and the environment
- We take part in charity events and volunteering in our community

### We Challenge – Working together for excellence

- We challenge ourselves to be the best we can be
- We take opportunities to help each other in our studies
- We understand the need for **democracy** and take part in school campaigns, debate and events
- We take time to find out about each other and our interests
- We own up to our mistakes and accept any consequences
- We show resilience when we find tasks hard
- We use our **individual liberty** wisely and recognise that the actions of individuals and small groups can create great change
- We rise to a challenge

### We Commit - Aspiring to be our best

- We are organised, efficient and set high expectations for ourselves and others
- We work hard and take pride in our work
- We have excellent attendance and punctuality
- We have the highest standards and always wear the right uniform
- We work hard in lessons and complete homework
- We participate in extra-curricular activities
- We read every day
- We follow all school **rules and the Rules of Law**

## **THE ADMISSION OF PUPILS TO FULWOOD ACADEMY**

### **FROM SEPTEMBER (2024/25)**

#### **GENERAL**

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Dunstone Education Trust.
2. The Dunstone Education 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 Trustee Board of the Dunstone Education Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, the Dunstone Education Trust will take part in the Lancashire Admissions Forum (South), 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 The Dunstone Education Trust to admit a named pupil to Fulwood Academy, hereafter referred to as Fulwood Academy, on application from a local authority. Before doing so the Secretary of State will consult The Dunstone Education Trust.
5. The Dunstone Education 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 the Dunstone Education Trust. The Independent Appeal Panel will be independent of the Dunstone Education 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. The Dunstone Education 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. The Dunstone Education 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

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

### **Consultation**

7. The Dunstone Education Trust shall consult the following parties on any changes to Fulwood Academy's proposed admission arrangements for a minimum of 6 weeks between 1<sup>st</sup> October 2023 and 31<sup>st</sup> January 2024 for admissions in September 2024, ("Determination Year"):

In any event each admission authority must determine its admission arrangements and PAN for 2023 / 2024 by 28<sup>th</sup> February 2023.

- 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 Dunstone Education 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 Dunstone Education 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 Dunstone Education 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, Dunstone Education Trust shall by 30 June in the Determination Year apply to the

---

Secretary of State for him/her 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 The Dunstone Education Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that Dunstone Education Trust amends the proposed admissions arrangements for Fulwood Academy. Dunstone Education 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. Dunstone Education Trust must comply with any such direction.

### **Publication of Admission Arrangements**

14. Dunstone Education 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 Dunstone Education Trust 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 Dunstone Education 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 Dunstone Education Trust has consulted those who were consulted under paragraph 7 above on the proposed variation;

b) following such consultation, The Dunstone Education 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 Dunstone Education 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 Dunstone Education 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 Dunstone Education Trust, direct that Dunstone Education 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 Dunstone Education Trust must comply with any such direction.

21. Records of applications and admissions to Fulwood Academy shall be kept by The Dunstone Education 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. The Dunstone Education Trust **has agreed an admissions number of 220 pupils to Year 7** for Fulwood Academy for the year 2024/2025 and subject to any changes approved or required by the Secretary of State, for subsequent years.

22b. In any specific year, The Dunstone Education 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, the Dunstone Education 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 receives 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 Dunstone Education 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 Dunstone Education 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 2024 for admission in September 2025). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Dunstone Education 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 Dunstone Education 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 Dunstone Education Trust;(for 2024/25 the Academy has contracted with the L.A to manage the process on behalf of the Academy)
- e) The 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 Trustee Board 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 Dunstone Education 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, Dunstone Education 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 or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 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, awaiting list will operate until one term after the start of the school year. This will be maintained by Dunstone Education 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, i.e. 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 Dunstone Education Trust for an application being received after the last date for applications, and it is before the Dunstone Education 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. In-year admissions:

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

#### **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, Dunstone Education 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.