

# The Fulbridge Academy



## Admissions Policy

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# **The Fulbridge Academy Admissions Policy**

## **1 Introduction**

**1.1** The Local Governing Committee of The Fulbridge Academy applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admission as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## **2 Aims and objectives**

**2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.

**2.2** All applications will be treated on merit and in a sensitive manner.

**2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

**2.4** The level of ability of a child or any special needs (apart from statements of SEN) that s/he may have plays no part in the admissions policy of this school.

## **3 How parents can apply for their child to be admitted to our school**

**3.1** As our school is an Academy and we have decided to determine the admission arrangements in agreement with the Local Authority arrangements. The Academy though is the 'Admissions Authority'. The regulations for entry to each school are published each year by the Local Authority. Parents can receive a copy of these regulations directly from the Local Authority.

**3.2** The Local Authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Applications are done online on the Local Authority admissions website. The Local Authority notifies parents about the school place as soon as all the applications have been considered.

**3.3** In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year).

Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date set by the Academy each year which will be the same as the Local Authority.

#### **4 Admission appeals**

**4.1** If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

**4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governors of the Academy within 21 days of notification of the refusal.

An appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

#### **5 The standard number**

**5.1** The standard number is the number of children the school can accommodate. The standard number for our school by September 2018 is 120 in each year group from Reception to Year 6.

We keep this number under review and the governors will apply to change the number if circumstances allow.

#### **6 Infant class size**

**6.1** We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

#### **7 Review**

**7.1** This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

#### **8. Oversubscription criteria:**

The Governors will admit children with a statement of special needs or an education health and care plan which names the academy.

1. A looked after child, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of the local authority (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989).
2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the Fulbridge Academy will best meet the needs of the child. (These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Services).

3. Children who are both living in the catchment area served by the academy (see Peterborough City Council website for address list) and have a sibling (sibling refers to a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child is living in the same family unit at the same address) at the time of admission. Up to date evidence of residency/home address may be requested by the academy from the parents at any time during the admissions process.
4. Children of members of staff providing that they have been employed for a minimum of 2 years.
5. Other children living in the catchment area at the time of admission.
6. Children who do not live in the catchment area served by the academy, but who have a sibling of compulsory school age attending the school.
7. Other children whose parents have requested a place.

Every effort will be made to ensure that brothers and sisters (see definition above) and those from multiple births can attend the same primary school, on the understanding that the academy must comply with the Education (Infant Class Sizes – England) Regulations 1998.

- In cases of flats the priority is that of floor level i.e. ground, first, second etc., in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of a place.
- The address of the applicant will be the one stipulated on the application form received by the Academy. This will be the address used for distance measurement even if the child lives at 2 different addresses. For the purposes of measuring a straight line distance the Admission Authority will use Google Map Distance measuring tool. This will be done from the front door of the address supplied on the application form to a central point on the Academy.

For late applications, the Local Authority will offer places in the same order of priority as above once all the 'on time' requests have been considered.

We will follow the city council's coordinated scheme with regard to the closing date for the receipt of the admission form.

Unsuccessful applicants have the right to appeal and should contact the academy to provide a copy of the appeal procedures

**Waiting Lists: (from September 2017 The Academy deal with their own in year admissions)**

All parents who are refused a place at the school at any time may wish to place their child's name on a waiting list. (This does not affect your right of appeal). Pupils will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy. If a place become available at the Academy, places will be allocated according to criteria. Time on the waiting list is not part of the criteria and

has no bearing on allocation of places. Parents must contact the Academy and request that their child's name is placed on the waiting list. The Academy will write to everyone on the waiting list in the summer term, if no response is received they will automatically be removed from the list.

The Reception intake waiting list is held by the Local Authority until the end of the Autumn term, at the end of this time the Academy will write to everyone on the waiting list and ask if they want to transfer to the Academy waiting list.

Measurement for the Academy in year admissions are done by using Google map, measured by a straight line from the Academy to the home address.