



Fullbrook  
Inspired to Achieve

# FULLBROOK POLICY

## Admissions Policy 2020/2021

**Governors' Committee Responsible:** Admissions Committee

**Governor Lead:** Mr Paul Ballard

**Nominated Lead Member of Staff:** Mrs K Moore

**Status & Review Cycle:** Statutory Annual

**Next Review Date:** January 2020

# FULLBROOK - AN ACADEMY

## ADMISSIONS POLICY – 2020-2021

The primary aims of this admissions policy are to maintain the character of the school and to enable it to continue to serve the same communities as in previous years.

1. In September 2020 the school will admit 240 children into Year 7, normally at age 11+, without reference to ability or aptitude.

2. In the case of oversubscription for the 240 places, applications will be considered under the equal preference system in the following categories of priority to decide as fairly as possible which children should be admitted: -

(a) Looked after children and previously looked after children; Looked After Children will be considered to be:

- children who are registered as being in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

(b) Children where there are significant medical or social grounds, supported by evidence from a registered health professional or a senior practitioner in social work, which suggest that Fullbrook is the most suitable school (*this evidence should set out the particular reasons why this school is the most suitable and the difficulties that would be caused if he/she had to attend another school. The school may feel it appropriate to consult its own medical advisor. It is expected that all mainstream schools and not just the school of your first preference will support children with the more common medical illnesses or stress-related symptoms - or both*).

Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, may be considered under this criterion. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence will need to be provided by the applicant to demonstrate that the child was in state care abroad and left that care as a result of being adopted.

(c) Children who will have a sibling attending the school at the date of admission; (*Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the carer's partner where the child for whom the school place is sought is living in the same family unit at the same address*).

- (d) **Children of staff on a permanent GEP contract.**
- (e) Children living within the Admission Area (*a map defining this area is available for inspection at the school, as set by Ordnance Survey.*)
- (f) Children who live outside the Admission Area and, at the time of the application, are attending Byfleet Primary School or Ottershaw C of E Junior School or New Haw Junior School or Pyrford C of E Primary School or St Mary's School (Byfleet) or West Byfleet Junior School.
- (g) **Any other applicant.**

3. In the case of oversubscription in any of the categories 2(a) - 2(e), priority will be given to those children who live nearest the school measured by a straight line drawn on the map, as set by Ordnance Survey, from the school front gate to the child's home. This is calculated using a bespoke Fullbrook Geographical Information System. If distances measure the same for more than one applicant, lots will be drawn.

4. In the case of oversubscription in any of the categories 2(f) - 2(g), priority will be given to those children who live nearest the school's Admission Area measured by a straight line drawn on the map from the address point of the child's house to the nearest point on the edge of the Admission Area.

5. Applications for admission must be received by the date specified each year by Surrey County Council. This date applies to all local maintained secondary schools.

6. If there is oversubscription, a waiting list will be drawn up and maintained for Year 7 throughout the 2020/2021 school year.

7. Parents will be informed of the outcome of their application on the date specified for secondary schools in Surrey (on or near 1 March 2020).

8. As provided in the Government Code of Practice on Special Educational Needs, children having a 'Statement' or EHCP will, if the School can meet the need, be admitted to one of the 240 places after the appropriate discussions with the parents and local authority. For such children, their secondary placement is normally discussed at their Year 6 'Annual Review' in their Primary or Special School. The only grounds for the school refusing an application is if the child's admission would be incompatible with the efficient education of other students or use of resources or if the school is unsuitable for the age, ability, aptitude or SEN of the child.

9. The Fullbrook Academy Trust, in line with current legislation, has established an admission appeals procedure. Where an application has not been successful but the parents feel there are particular reasons why their child should be admitted to Fullbrook, they are able to put their case to the admission appeal panel. The panel comprises three independent persons from outside the school.

## **ADDITIONAL INFORMATION**

### **Home Address**

10. The home address of the child excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody, it is the address of the parent who claims Child Benefit for the child. In other cases, it is where the child spends most of their time. All distances will be measured using a bespoke Fullbrook Geographical Information System.

11. The address to be used for the initial allocation of a place for Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Co-ordinated Schemes if there are exceptional reasons behind the change, such as if a family has just moved into the area. The address to be used after the initial allocation will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council and Fullbrook of any change of address.

### **Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year.**

12. Where two or more children share a priority for a place when using distance as a tie breaker, e.g. where two children live equidistant from the school lots will be drawn to determine which child should be given priority.

13. In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by their rank position.

### **Applications for a place outside a child's chronological (correct) year group.**

14. Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, Governors agree for the child to have a decelerated entry, the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, Governors agree for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, the applicant will be invited to apply again in the following year for the correct cohort

15. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and, if they wish, provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).