



Fullbrook  
Inspired to Achieve



# Inspired to Achieve

*A Specialist Mathematics, Science and Technology College with Academy Status*

# Welcome

A warm welcome is extended to all students and their families from Fullbrook, a specialist Mathematics, Science and Technology College with Academy status, and a leading member of the Athena-GEP multi-academy trust.

Dear Parent,

We hope this information gives you a flavour of life at Fullbrook and leaves you wanting to find out more. Fullbrook is a successful, popular school with excellent facilities and well qualified staff. At Fullbrook, a warm welcome is extended to all pupils and their families. We very much look forward to meeting you and having the opportunity to showcase the extensive provision at our school.

The Fullbrook community inspires an active passion for learning in everyone. We challenge, respect and support each other to be better than we ever thought we could be.

As a large, mixed comprehensive school, we provide an innovative education for students from Year 7 to 13. There is a happy, warm atmosphere with a clear and purposeful approach. Our aim is that during their time at Fullbrook, our students are able to develop into confident and articulate learners, and so leave our school retaining a lifelong thirst for knowledge and a clear desire to make a positive contribution to society.

Fullbrook is a forward-looking school that embraces new initiatives and technologies to enhance student learning with a balanced curriculum. There is an emphasis on providing a safe and welcoming environment where all students can achieve their true potential. We are a centre of excellence, embracing the additional opportunities afforded through the specialisms to further develop our provision across the entire curriculum.

The school creates a caring community where everybody is valued, and their talents recognised and nurtured. We have an active student leadership team who represent the student voice and help to lead new initiatives. We offer an enormous range of extra-curricular activities to enhance our students' talents.

We collaborate with our parents in a caring partnership to ensure student success. There is an active Fullbrook Parent Voice group, which enables



Mrs K J Moore *Principal*

parents to influence the strategic development of Fullbrook and offers a conduit for two-way communication between parents and school.

Fullbrook is always seeking to develop its links with the wider community and has a strong working partnership with several local primary schools, Adult Learning providers and other secondary schools in the vicinity. At Fullbrook, we believe that these links not only support our partners, but provide invaluable opportunities for our students to play an active role in developing a cohesive and inclusive community.

Please visit our website [www.fullbrook.surrey.sch.uk](http://www.fullbrook.surrey.sch.uk) for more information.

My staff and I look forward to welcoming you to our school.

Mrs K J Moore BSc (Hons)





## Admissions Procedure

Applications for a place at Fullbrook for Year 7 in September 2022 should be made through the Local Education Authority, either via Surrey County Council's website:

[www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or by telephoning the Contact Centre on **0300 200 1015** to request a paper application form. We do not have a separate application form.

Applications must be completed by 31st October 2021

For music scholarships, please apply directly to the school office.

Parents/carers whose children are not at a Surrey junior school or are already at secondary school, are asked to contact the School Office at Fullbrook. Our Admissions Policy is outlined in this booklet.

Parents of prospective students to Fullbrook are welcome to visit the school during the working day. Please telephone for an appointment.

We have a large and successful Sixth Form, and every year students from other schools transfer to us. A separate Sixth Form prospectus sets our details of how to apply and this can be obtained by contacting the Director of Fullbrook 6.

# Admissions policy 2022 - 2023

## Allocating Places

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.

In September 2022 the school will admit 240 children into Year 7 without reference to ability or aptitude. Applications for Fullbrook School must be made by 31 October 2021. Places at Surrey secondary schools, including Fullbrook School, will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to six preferences and these will be considered under an equal preference system.

Children with an Education, Health and Care Plan that name Fullbrook School will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named Fullbrook School.

In the event of over-subscription, places will be allocated in the following order:-

### 1. Looked After and Previously Looked After Children

Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children are those 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 previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that 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).

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### 2. Exceptional Circumstances

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. There are two categories under exceptional circumstances:

a) Children with a serious or life-threatening medical condition or disability, or children where there are

sensitive and/or serious individual and/or family circumstances that make attendance at Fullbrook School essential, can be considered under the exceptional circumstances criteria. A case should be provided which demonstrates clearly why you feel it is essential for your child to attend Fullbrook School, and why no other school can meet your child's needs. In the case of a medical condition or disability, this should be stated on the application form and can only be considered if substantive medical evidence from a professional such as a doctor and/or hospital consultant is attached and for other circumstances, evidence from a social worker, health visitor, housing officer, the police or probation officer. Please note that a letter from a GP will not normally be deemed sufficient evidence. If there are sensitive and/or serious individual and/or family circumstances, these should be stated at the time of application. Substantive evidence, such as a report from a support service, must be provided.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional circumstances criterion would not normally be given for these. In addition, routine child minding arrangements will not normally be considered to be an exceptional circumstance for placement at a particular school.

b) 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 **outside of England** and left that care as a result of being adopted.

Providing evidence does not guarantee that a child will be given priority at Fullbrook School and in each case a decision will be based on the merits of the case and whether the evidence demonstrates that a placement should be made at Fullbrook School above any other.

Places may be allocated under this criterion when places are first offered at Fullbrook School and the Local Authority may also ask Fullbrook School to admit over their Published Admission Number at other times under this criterion.

### 3. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an

adoptive or foster sibling, living as part of the same family unit, at the same address.

A child will be given sibling priority if they will have a sibling at Fullbrook School at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will be at Fullbrook School in September 2021. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximizing the opportunity for children in the same family to be educated at Fullbrook School.

#### **4. Children of Staff**

Priority is given to the children of staff where the member of staff has been employed at the school for more than two years at the time at which the application for admission to the school is made.

The member of staff must complete the Supplementary Information Form attached to this policy.

#### **5. Children living within the Admission Area**

A map defining this area is available for inspection on the school's website, as set by Ordnance Survey.

#### **6. Children who live outside the Admission Area and attend a feeder school**

Children who live outside the Admission Area and, at the time of the application are attending Byfleet Primary School, Ottershaw C of E Junior School, New Haw Junior School, Pyrford C of E Primary School, St Mary's School (Byfleet), or West Byfleet Junior School.

#### **7. Any Other Applicant**

Remaining places will be offered on the basis of nearness to 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. This is calculated using a Geographical Information System.

#### **Oversubscription**

In the case of oversubscription in any of the categories 1 – 5, 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 Geographical Information System. If distances measure the same for more than one applicant, lots will be drawn.

In the case of oversubscription in any of the categories 6 – 7, 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. This

IS calculated using a Geographical Information System. If distances measure the same for more than one applicant, lots will be drawn.

## **Additional information**

### **Home Address**

The home address of the child excludes any business, relative or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases it is where the child spends most of their time.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured using a Geographical Information System.

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 if there are exceptional reasons behind the change, such as if a family has just moved into the area.

The address to be used for waiting lists, 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 School of any change of address.

### **Multiple Births**

In the case of multiple births, where a child whose twin or sibling from a multiple birth is admitted, subsequent siblings will be admitted into the year group.

### **Tie Breaker**

If within any category there are more children than places available, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the school front gate. This is calculated using a Geographical Information System.

Where two or more children share a priority for a place when using distance as a tie breaker, eg where two children live equidistant from a school, lots will be drawn in the presence of an independent person from one of the Trust's other schools to determine which child should be given priority.

### **Waiting Lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown for Fullbrook

School and without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake to Fullbrook School will be maintained throughout the 2022/23 school year.

After the end of the summer term, parents who wish their children to remain on the waiting list must apply for in year admission via the In Year Application Form available on Surrey Admissions website at [www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year](http://www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year)

Waiting lists for all other year groups are also cancelled at the end of each academic year.

Where an applicant is added to the waiting list, or an existing applicant becomes eligible for a place under a higher priority criterion, the list will be ranked again in accordance with the published oversubscription criteria.

### **Children of Staff**

The child of a member of staff who does not qualify for priority admission, because the member of staff joined the school less than two years before the admissions deadline, will have priority on the waiting list from the time when their parent has been employed at the school for two years or more.

Where the child of a staff member does not qualify for priority under this criterion, they will be ranked according to the remaining oversubscription criteria.

### **Out of Year Group requests**

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, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Principal, governors agree for the child to have a decelerated entry to the school 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 Principal, governors agree for the child to

have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and 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)

### **In Year Admissions**

The following applications will be treated as In Year Admissions during 2022/23:

- Applications after 1 September 2022 for admission into Year 7
  - All other applications for admission to Years 8 to 11
- In Year applications for Fullbrook must be made via Surrey Admissions. All the information is on their website at [www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year](http://www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year)

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for Fullbrook School.

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.

### **Appeals**

Fullbrook, 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.

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## **Safeguarding Children at Fullbrook**

This school is committed to safeguarding and promoting the welfare of children. All staff and volunteers share this commitment. We have a Child Protection Policy and procedures in place.

# Fullbrook Uniform Ethos: Discreet, Smart and Professional

Dressing appropriately and modestly, following the dress code, shows respect for yourself and those you work with.

The list below should make our expectations clear.

Any **Make-Up worn** must be discrete.

**Coloured nail varnish and nail extensions** are not permitted.

**Hair** should be a reasonable length and no shorter than a grade 2, patterns or shavings are not permitted. Only natural hair colours are appropriate for school.

**Jewellery** The only permitted items are one flat ring, a watch and one pair of small studs for those with pierced ears and no other body piercing to be worn to school. Bracelets are not permitted (except on religious or medical grounds). The school cannot take responsibility for items of value. Students should not wear items that could be a danger in PE, Science and Technology lessons.

## Uniform List

**Blazer** Navy blazer with the official school logo available from School Uniform Direct.

**Shirt** Plain white button-up style to be tucked in and worn with the top button done up.

**Tie** Navy striped tie available from School Uniform Direct.

**Jumper** Navy v-necked school jumper with the official school logo which is not compulsory but, if worn, must be purchased from School Uniform Direct.

**Shoes** Plain black and low heeled (no more than 5cm in height). Boots, trainers, slingbacks, canvas shoes and platforms are not permitted.

**Skirt** Black skirt with the official school logo. Must be minimum of 20 inches in length and sit below the knee, only available from School Uniform Direct.

**Trousers** Plain black tailored trousers (no leggings, denim or tight trousers).

**Socks** Black, or white.

**Tights** Plain black or neutral

**Outdoor Coat** Coats should be plain. The following items are not permitted: denim, multi-coloured, leather jackets, hoodies, sweatshirts or tracksuit tops.

**Headwear** Headwear (except on religious grounds) must not be worn inside the buildings, nor anywhere on the premises or approaches to school except in extreme weather conditions. Religious headwear should be plain and modest in colour (no patterns).

## Summer Uniform

White polo shirt with the official school logo may be purchased from School Uniform Direct to be worn by students without a tie in the Summer term only.

**A blazer** should be worn with the polo shirt but no jumper. If students are cold, they should return to winter uniform.

**Black shorts** with the official school logo are available from School Uniform Direct.

Any items brought into school must not carry a drug related logo or abusive message.

All items of clothing and equipment should be clearly marked with the owner's name and tutor group.

**Any infringement of the uniform rules may lead to isolation or being sent home if it cannot be remedied.**

**All school uniform can be purchased from the School Uniform Direct website [www.sud.co.uk](http://www.sud.co.uk), West Byfleet Shop KT14 6SD and over the phone: 0208 5445440.**

## Physical Education Kit

### PE Kit List

**Shorts/Skorts** Plain navy shorts or navy skort.

(Shorts/Skorts are only available from School Uniform Direct) one of these is compulsory.

**Polo Shirts** Navy Polo with school logo (only available from School Uniform Direct) this is compulsory.

**Socks** White short socks **and navy with white turnover** long socks

**¼ Zip Track Top** Navy ¼ Zip Track Top with the school logo (only available from School Uniform Direct) this is optional.

**Tracksuit Bottoms** Plain navy jogging pants (only available from School Uniform Direct) this is optional.

**Footwear** Trainers (compulsory) and football boots (advisable).

**Accessories** Gum shield and shin pads (advisable).

*The above articles should be carried in a strong holdall or sports bag.*

### PE Kit Policy

The Fullbrook Physical Education Kit policy requires, all students to change into their PE kit, even if they are excused from the practical element of the lesson. The only exception to this will be if a student is unable to change because of broken limbs, for example. On occasions when students are unable to do PE, they will be expected to take on different role within the lesson. This might be as an official, coach or observer.

By wearing the Fullbrook PE kit, students who are not participating can ensure they stay warm and prevent their uniforms from getting dirty. If students fail to bring their kit, the usual sanction will apply. If a pupil is able to participate, but has forgotten their own kit, they will be provided with spare kit that they will be expected to wear so that they actively engage in their practical lesson.

Sanction Procedures:

Missing items/ incorrect kits = 1 warning

3 warnings = 30 minute detention

No kit = 1 hour detention

Refusal to wear own kit/spare kit = 1 hour Head of Faculty detention

All PE Kit can be purchased from the School Uniform Direct website [www.sud.co.uk](http://www.sud.co.uk) West Byfleet Shop **KT14 6SD** and over the phone: **0208 5445440**.

# GCSE and A-Level Results

With the pandemic resulting in exam cancellations and the abrupt ending of the school year, students had an unsettling time, but their hard work was not wasted. Following the Government's announcement that students would receive Teacher Assessed Grades (TAGs), the grades teachers submitted for each student have now been verified by exam boards and awarded for the 2020-2021 academic year. This meant that they received grades which reflected the effort they put in over the course of their time in education, as judged by their teachers through a variety of evidence gathering methods.

Once again, we have chosen not to include a full breakdown of our results due to the unusual circumstances of the academic year. Instead, we have provided a summary of student performance, with some key highlights.

## GCSE

Overall, students achieved a fantastic 70% grade 5 and above in both English and Maths GCSE. Several students did exceptionally well and were awarded 8 grade 9s which was quite an achievement given the challenging nature of the past year and a half. Two students are also celebrating a quite incredible 9 grade 9s.

As a specialist Maths, Science and Technology academy, the Fullbrook team are extremely proud of the grades achieved by students in those subjects, with excellent performance at for Maths and Science subjects. Fullbrook students have also done well across other subjects where we were able to celebrate great results in English, Drama and Textiles.

All Fullbrook students went on to their preferred place of study.

## A-Level

As a school with a keen focus on Maths and Science, we are proud that, once again, results in those subjects are among the highest at A-Level this year. Our development of students with aspirations in Engineering and Computing has led to top grades in Product Design and Computer Science.

Congratulations to all Fullbrook 6 students, their parents and teachers for the hard work that has gone on this year, culminating in all students achieving the university places, apprenticeships, or employment of their choice.

Fullbrook 6 students have achieved places at prestigious destinations including Swansea, Cardiff, Sussex, Manchester, Exeter, Southampton, Bristol, Warwick, Leeds, Lancaster, Loughborough, UCL and Birmingham, along with our higher education partner, The University of Surrey. Following the introduction of our Oxbridge Application Support Programme, we also have a student taking up a place at St. Anne's College, Oxford to read Engineering Science.



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