



Admissions Policy

2025 - 2026

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Proposed Admission Arrangements for Fulwood Academy for 2025/2026

Year 7 Admission

The admissions process is part of Lancashire County Council's determined scheme for co-ordinated admissions to secondary schools.

All applicants are required to complete the Local Authority's common application form by 31 October 2024.

Parents will receive notification on the outcome of their application on 1 March 2025.

The proposed admission number for Year 7 is 200.

All applicants will be admitted if 200 or fewer apply. If the school is oversubscribed, children will be admitted in accordance with the oversubscription criteria in the order listed below, once all children with an education, health and care plan, naming the school are admitted.

Procedures where Fulwood Academy is oversubscribed.

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:

1. 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.
2. 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.
3. Children who will have a sibling in attendance at Fulwood Academy at the time of transfer. The term "sibling" includes stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address.
4. 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).

Tie-breaker -If two pupils have the same distance measure, for example, a tie-breaker is needed.

If the Governors unable to distinguish between applicants using the published criteria (eg. Siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw).

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.

Operation of waiting lists

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 31st December. This will be maintained by Fulwood Academy 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the

waiting list in accordance with the oversubscription criteria.

Late applications for admission

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date.

Lancashire County Council are responsible for making decisions on late applications as stipulated within their secondary co-ordinated admission scheme. Applications received after the start of the autumn term 2025 will be treated as an in-year application.

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.

Withdrawing the Offer of a Place:

The school reserves the right to withdraw an offer of a place if:

1. It was made in error;
2. Parents fail to respond to the offer of a place within a reasonable period of time;
3. Parents decline the place offered;
4. It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the school will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date.

Where an offer of a place is withdrawn based on misleading information, the school will consider the

application afresh, and will offer a right of appeal if admission cannot be offered.

The school will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school.

Where the child has been at the school for less than a term, the school may consider it appropriate to withdraw the place.

Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission. 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.