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Admissions Policy 2028 - 2029

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V1	5/12/24	PER	Updated following review date
V2	3/11/25	PER	Updated following review
V3	2/11/26	PER	Policy reviewed and updated for the 2028–2029 admissions cycle, including clarification of EHCP terminology, exceptional medical, social and welfare admission criteria, arrangements for children of UK service personnel and Crown servants, waiting list procedures and late applications. Minor administrative amendments made to ensure alignment with the School Admissions Code.

Determined Admission Arrangements and Published Admission Number (PAN) for Fulwood Academy for 2028/2029

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 2027.

Parents will receive notification on the outcome of their application on 1 March 2028.

The Published 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 Education, Health and Care Plans (EHCP) where the Fulwood Academy is named on Education, Health and Care Plan (EHCP), 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 directly relevant to admission to Fulwood Academy. This may include pupils with special educational needs who do not have an EHCP. Applications must be supported by written evidence from an appropriate professional, such as a doctor or social worker, explaining why Fulwood Academy is specifically required. The admission authority will assess applications consistently against this evidence.

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, this will be independently supervised.

If the Governors unable to distinguish between applicants using the published criteria (e.g. 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.

Children of UK Service Personnel and Crown Servants

Fulwood Academy recognises the particular circumstances of children of UK Armed Forces personnel and Crown servants returning from overseas and will ensure that their applications are considered in accordance with the School Admissions Code.

For families of UK service personnel with a confirmed posting, or Crown servants returning from overseas,

Fulwood Academy will:

- Accept and process applications in advance of the family arriving in the area, provided an official letter confirming the relocation date is supplied.
- Allocate a school place in advance of the family's arrival where a place is available.
- Not refuse to process an application or refuse a place solely because the family has not yet moved into the area or does not have a confirmed residential address.
- Use the child's intended residential address when applying the published oversubscription criteria, where supporting evidence of that address is provided.
- Accept a military unit or quartering address as the child's home address for admissions purposes where requested by the parent or carer.
- Not reserve a block of school places specifically for children of UK service personnel or Crown servants.

Where the Academy is oversubscribed, applications will be considered in accordance with the published oversubscription criteria and relevant statutory requirements.

Where a place cannot be offered, parents or carers will be notified in writing and informed of their statutory right of appeal to an independent admission appeal panel.

Fulwood Academy is committed to supporting the educational continuity of children from service families and ensuring that they are not disadvantaged during the admissions process as a result of relocation.

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.

Year 7 Admissions – Normal Admissions Round
Where Fulwood Academy receives more applications for Year 7 places than there are places available, a waiting list will be maintained until **31 December of the academic year in which pupils are admitted**.

The waiting list will be maintained by Fulwood Academy in accordance with Lancashire County Council's coordinated admissions arrangements. Parents or carers may request that their child's name be added to the waiting list following an unsuccessful application, including where a place has been offered at another school.

Children will be ranked on the waiting list strictly in accordance with Fulwood Academy's published oversubscription criteria. The waiting list will be reordered whenever a child is added, and a child's position may therefore change. Priority will not be given based on the date an application was received or when a child was added to the waiting list.

Where places become available, they will be allocated in accordance with the published oversubscription criteria, subject to statutory requirements concerning Fair Access Protocols and other admissions directions.

In-Year Admissions (IYA) – Years 7 to 11
In-year admissions refer to applications made outside the normal Year 7 admissions round, including applications to transfer to Fulwood Academy during the academic year.

Where an in-year application is unsuccessful because no places are available in the requested year group, parents or carers may request that their child's name be placed on the relevant year group's waiting list, where one is maintained.

Any in-year waiting list maintained by Fulwood Academy will be managed in accordance with the published oversubscription criteria and will not operate on a first-come, first-served basis. The list will be reordered whenever a new child is added.

Where a place becomes available, it will be offered to the eligible child with the highest priority under the published oversubscription criteria, subject to statutory admissions requirements.

Parents or carers may submit an in-year application at any time, regardless of whether a waiting list is in operation. Where admission is refused, they will be informed in writing of the reason for refusal and their statutory right of appeal to an independent admission appeal panel.

Being placed on a waiting list does not guarantee that a place will become available or affect a parent's right to appeal an unsuccessful application.

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 2028 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.

Parents will be notified of the outcome of their application, normally within 10 school days and no later than 15 school days. Where an application is unsuccessful and a place cannot be offered, parents will be informed of their statutory right to appeal the decision to an independent admission 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.