



FURNESS ACADEMIES TRUST

ADMISSIONS POLICY 2017/2018

(Ref: C1)

Approved by the Trust Board			
Committee	Name	Signature	Date
Chair of the Trust Board			
Headteacher			

Implementation date: March 2017

Review date: Spring 2018

Responsible for policy/document	Assistant Headteacher – School Progress and School Improvement
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1.0 Introduction

This policy outlines clearly and simply the procedures and protocols which are currently in operation around admissions into Furness Academy. As an Academy we are our own admissions authority, but we have taken the decision to carry on working closely with the Local Authority to ensure that all arrangements are both transparent and fair.

2.0 Approved Admissions for Furness Academy

This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy.

2.1 The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy.

2.2 Notwithstanding these arrangements, the Secretary of State may direct Furness Academy to admit a named student Furness Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Academy.

3.0 Procedure for Admitting Students to the Academy

The Academy has the following agreed admission number for the Academy for the Year 2017 / 2018 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a. Furness Academy has an agreed published admission number (PAN) of 240 students. Furness Academy will accordingly admit at least 240 students in the relevant age group each year if sufficient applications are received.
- b. In a specific year, the Academy may set a higher admissions number than Furness Academy’s agreed admission number (PAN) for an applicable year group. The Academy is not required to consult on any proposed increase to the PAN; however it must notify the Local Authority of the increase and specify the changes on the Academy website. Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

4.0 Process of Application

Arrangements for applications for places at Furness Academy will be made in accordance with the LA’s co-ordinated admission arrangement and will be made on the Common Application Form provided and administered by Cumbria County Council.

4.1 Furness Academy will use the Cumbria County Council timetable for application to Furness Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements as determined and published by Cumbria County Council:

- a. By September of the preceding Year, Furness Academy will publish in the prospectus the arrangements for admission, including over subscription criteria, for the following September (e.g. In September 2017 for admission in September 2018). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. Furness Academy will also provide information in relation to the Cumbria LA for inclusion in the composite prospectus, as required:
- b. September/October - Furness Academy will provide opportunities for parents and prospective students to visit Furness Academy;
- c. October - Common Admissions form to be completed and returned to LA by the published date for them to administer;

- d. November/December - Cumbria LA sends details of applications to Furness Academy;
- e. December/January – Furness Academy sends list of students to be offered places at Furness Academy and if necessary will apply the over-subscribed criteria;
- f. January/February – Cumbria County Council applies agreed scheme for schools in Cumbria informing other LA's of offers to be made to their residents;
- g. 1st March or first working day of March - offers made to parents/carers by Cumbria County Council on behalf of Furness Academy.

5.0 Consideration of Applications

Furness Academy will consider all applications for places where fewer than the published admission number(s) for any relevant year groups are received, Furness Academy will offer places to all those that have applied.

5.1 Furness Academy may refuse admission to particular applicants in the specific circumstances described:

- Where a child has been permanently excluded from two or more schools
- Where the governing body does not want to admit a child with challenging behaviour outside the normal admission rounds, even though places are available, when the admittance of an additional student with challenging behaviour could have a detrimental impact on a year group with a high proportion of challenging behaviours. The case would be referred through the Fair Access Protocol.

6.0 Procedures where Furness Academy is over-subscribed in Year 7

Where the number of applications for admissions is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Education Needs or Education Health Care Plan (EHCP) where Furness Academy is named on the statement, or EHCP the criteria will be applied in the order in which they are set out below:

- a. Looked after children who are in the care of local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989 and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). (A letter from the responsible local authority confirming the young person's status must be provided).
- b. Young People living within the catchment area and who at the time of application have a brother or sister, (including half-siblings, adopted siblings and those living as siblings in the same family unit) on the role of Furness Academy and who will still be on roll at the time of the sibling's admission i.e. giving priority on the basis of the youngest sibling.
- c. Young People living within the catchment area and nearest to the Academy measured in a straight line (the distance to be determined by using a distance measurement tool, such as Multimaps) from the front door of the Academy to the front door of the child's home.
- d. Young People living outside the catchment area who at the time of their admission, have brothers and sisters (including adopted siblings, step-siblings and those living as siblings in the same family unit) on role of the Academy and who will be still on roll at the time of admission i.e. giving priority on the basis of the youngest sibling .
- e. Other Young People living outside the catchment area whose parent/carer wants a place for them; a place will be offered to those meeting this criterion who live closest to Furness Academy, measured in a straight line using Multimaps, from the front door of the Academy to the front door of the child's home.

7.0 Operation of Waiting Lists

Subject to any provisions regarding waiting lists in Cumbria County Council coordinated admission scheme, where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of term after the start of the school year. This will be maintained by Furness Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. If additional names are added to the waiting lists the criteria set out above will be used to rank them

and place them in rank order within the appropriate band adjusting the rank of other students accordingly. Names will be removed from any waiting list on 1st January and 31st August each year.

7.1 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6.0 6a-6e above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Parents must ensure that they contact the school in writing to state that they wish to remain on the waiting list.

8.0 Arrangements for admitting students to other year groups, including to replace any students who have left Furness Academy

Subject to any provisions in LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criterion paragraph 6.0 6a-6e shall apply. The Academy will not consider fresh applications in the same academic year unless there is a significant and material change of circumstances relative to a fresh application.

8.1 In line with the Code of Practice, the Academy on receipt of an in-year application, will notify the LA of both the application, and its outcome, to allow the LA to keep up to date figures on the availability of places in the area. The Academy will also inform parents of their legal right to appeal against applications that have been unsuccessful.

8.2 On receipt of an in-year application for a child who is on roll at another school within the locality, the Academy will not consider admitting the child on roll until the start of the next new academic term. Unless there are exceptional reasons for doing so.

8.3 Furness Academy will participate in Cumbria County Council's in year Fair Access Protocol.

9.0 Arrangements for Admissions of students as Furness Academy Builds to its Full Capacity

a. Admission to year-groups after the year of entry will be based on the Academy's published admissions number. The Academy may make subsequent decisions based upon the size of teaching groups already existing in the Academy and the efficient use of resources. This may mean that the Academy may refuse admissions even where there are less students in the year group than the Academy published admission numbers.

b. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

10.0 Arrangements for Appeals

Parents/Carers will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.

11.0 Annual Procedures for Determining Admission Arrangements

Furness Academy will consult by 31st January each year on its proposed admission arrangements:

- a. Cumbria County Council
- b. The Cumbria Admissions Forum
- c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Cumbria County Council
- d. Any other governing body for primary and secondary schools [as far as not falling within paragraph c)] located within the relevant area for consultation
- e. Affected admission authorities in neighbouring Local Authority areas.
- f. Community groups which the Academy considers relevant.

This is not an exhaustive list.

- 11.1** Furness Academy will publish its admission arrangements each year once these have been determined, by:
- a. copies being sent to primary and secondary schools in Cumbria
 - b. copies being sent to the offices of Cumbria County Council
 - c. copies being made available without charge on request from the Academy
 - d. copies being sent to public libraries in Cumbria for the purposes of being made available at such libraries for reference by parents and other persons
 - e. a copy being uploaded to the Academy's website
- 11.2** The published arrangements will set out:
- a. the name and address of the Academy and contact details
 - b. a summary of the admissions policy, including oversubscription criteria
 - c. a statement of any religious affiliation
 - d. numbers of places and applications for those places in the previous year
 - e. arrangements for hearing appeals.

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