



Fulbrook Academy

Admissions Policy

Issue No.	Author or Reviewer	Date Written or Reviewed	Date Approved by FES/PEAP	Date Approved by FGB	Next Review Date
1	S Clancy	1 November 2016	17 th November 2016	7 th December 2016	November 2018
2	S Clancy	12 th December 2016	5 th January 2017	12 th January 2017	November 2018
3	S Clancy	3 rd December 2018		12 th December 2018	January 2020
4	S Clancy	No amendments		12 th February 2020	February 2021
5	S Clancy	9 th November 2020			February 2022
6	S Clancy	9 th November 2020			February 2023
7	S Clancy	9 th November 2020			February 2024
8	S Clancy	9 th November 2020			February 2025

Fulbrook Academy



Fulbrook Academy Admissions Policy

September 2025

Fulbrook Academy School caters for pupils between the ages of 11 - 16.

The school has an agreed admission number of 120 for entry to Year 7.

The Governing Body, as the admission authority, determines the school's Admission Policy and arrangements and is responsible for taking decisions on applications for admission. The Governing Body works with the Local Authority in order to ensure admissions are co-ordinated across the Local Authority area.

Should the number of applications for admission exceed 120, the Governors will apply the following criteria, in the rank shown, to decide the order in which places will be allocated.

1. All 'looked after' children and all children who were previously 'looked after', including those children who appear (by the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions);
2. Pupils who have attended Fulbrook's feeder schools i.e. Aspley Guise and Swallowfield Primary School and the combined primary school, previously known as Husborne Crawley, Ridgmont and Woburn Lower Schools;
3. Pupils living in the catchment area (to include the 'Parklands' Development), with siblings at the school (see definition of sibling and catchment area);
4. Other pupils living in the catchment area (to include the 'Parklands' Development), and Service Children with a confirmed posting to the catchment area or crown servants returning from overseas to live in the catchment area (see definition);
5. 'Very exceptional' medical grounds (see definition);
6. Other siblings (see definition);
7. Children of staff working at Fulbrook Academy (see definition);
8. Any other children.

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the main entrance of school. The Governors will not give priority within each criterion to children who meet other criteria.
2. A place will normally be offered at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
3. Pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the statement/plan, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Definitions

'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child arrangements, or special guardianship order, including those who appear (by the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. A 'child arrangements order' replaces residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. This is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Catchment Area

The catchment area for Fulbrook Academy covers Aspley Guise, Husborne Crawley, Ridgmont, Woburn, Woburn Sands (including the 'Parklands' development) and Hockliffe.

Children of Service Personnel or Crown Servants

The address at which the child will live will be used to determine the catchment area, as long as the parent can provide some evidence of their intended address, or the unit or quartering address, where the parent requests this.

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

Children of Staff

"Staff" will include all employees; teaching and non-teacher, full and part time.

"Children" will include children of the staff member and/or of their partner living with them. Children who live with the staff member permanently or on a shared basis with the other parent are also included.

Home Address

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

In-Year Admissions

Requests for admission into other year groups should be made direct to Central Bedfordshire Admissions Service on the In-Year Application form. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website.

Appeals/Waiting Lists

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any pupil refused a place will be placed on a waiting list, which will be prioritised in accordance with the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the Autumn term. Parents are requested to inform the school if they wish their child's name to remain on the waiting list. Waiting lists for admission into other year groups will be maintained for the whole of that academic year.

Admissions above the published admission number

The Central Bedfordshire Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded and which have been adopted by the Governors.

For the normal admissions round:

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not, however, a guarantee of a place

For in-year admissions:

The admission of pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round

- The admission of pupils in accordance with the Fair Access Protocol
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, governing bodies that are their own admission authority should consult their Local Authority who will be able to advise whether the first of these conditions applies
- The admission of a looked after child outside of the normal admissions round
- The admission of a twin or children from multiple births
- The admission of service children
- The admission of a child in very exceptional circumstances in which the Local Authority and the Head Teacher are in agreement that not to agree to admit the child would be perverse

Policy approved February 2024.

- To be reviewed annually