



## **Fulbrook School Admissions Policy**

**2027-28**

## Proposed Fulbrook School Admissions policy 2027-2028 for consultation

### 1. Introduction

Parents/Carers should note that for Central Bedfordshire schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the deadline date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that a place will be available for your child at the local school.

Fulbrook School (hereafter defined as “Fulbrook” or “the School”) is currently an extended secondary school offering educational provision for children from Year 5 through to Year 11. Admission to Fulbrook at any time in Year 5 or Year 6 allows children to access the full educational provision and no additional application is necessary when transferring from Year 6 to Year 7 (the main point of entry into the secondary).

Children who wish to transfer into Year 5 or Year 7 in September 2027 from another school **must** follow the application procedures for transferring as set out in section 2 below.

If Fulbrook is oversubscribed, priority for admission will be given according to the oversubscription criteria set out in this document. For the avoidance of doubt all pupils with a statement of special educational needs or an EHCP which names the School will be admitted and the number of available places will reduce accordingly.

At Fulbrook, it is our vision that every young person who joins the school is offered all the opportunities to **Learn, Experience and Achieve** what they need and want, to build a fulfilled life. Every member of our school community is expected to ***Aim High, Work Hard, Be Kind, No Excuses*** – expectations that are intrinsically linked to our school values: *Aspiration, Perseverance, Compassion, Respect, Responsibility and Trust*. We expect all parents and carers who apply for a place at Fulbrook to respect our values and high expectations.

### 2. Procedures for admission into Year 5 or Year 7 in September 2027

Although the Governing Body of the School has delegated responsibility for the admissions to the school, the Local Authority (LA), as required by the Department for Education (DfE), co-ordinates the admission arrangements for all schools/academies in Central Bedfordshire and will communicate all admission decisions to parents.

All applications for places are made on the Central Bedfordshire Council’s Local Authority Common Application Form.

Parents should note that for Central Bedfordshire Schools, including academies, there is no automatic right to a place at the defined area school. If you make an application for a school which is not your local school and subsequently are not allocated a place, there is no guarantee that a “fall-back” place will be available for your child at Fulbrook, even if you live within the defined area.

Procedures for applying to Fulbrook are explained in the 'Admissions in 2027' handbook, available to view on the Central Bedfordshire Council website under school admissions. Parents should read and make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines.

The Local Authority's Common Application Form is the only form that will be accepted. It must be submitted to the Local Authority. No forms will be accepted at Fulbrook. It is important that application forms are completed and returned by the deadline date published.

Procedures for applying for a place in Year 5 or Year 7 at Fulbrook in September 2027, including the timeline, are explained in the Central Bedfordshire Local Authority's *Admissions in 2027* booklet.

**Any application for a place at the School received after the published date for return (but before 1<sup>st</sup> September 2027) will only be considered after all prior applications have been looked at in line with the above. All applications received after 1<sup>st</sup> September 2027 will be processed under the School's In-Year admission procedure (please see section 10 below).**

### 3. Admission into Year 5

The School has a published admission number (PAN) of 60 for entry into Year 5 in September 2027.

#### Oversubscription criteria for pupils joining year 5

If the School is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

1. A 'Looked After Child' or a 'Previously Looked After Child' as defined below (see section 8);
2. Pupils who are attending Fulbrook's feeder schools, i.e. Aspley Guise, Husborne Crawley, Ridgmont, Hockliffe and Woburn Lower Schools at the time of application with a reasonable expectation that they will be attending until the end of the academic year;
3. Pupils living in the defined area (see below), with a sibling at Fulbrook at the time of application with a reasonable expectation that the sibling will be attending Fulbrook at the start of the new academic year of proposed admission;
4. Other pupils living in the defined area, and Service Children with a confirmed posting to the defined area or crown servants returning from overseas to live in the defined area;
5. Pupils living outside of the defined area with a sibling at Fulbrook at the time of application with a reasonable expectation that the sibling will be attending Fulbrook at the start of the new academic year of proposed admission;
6. Children of staff of the School where either or both of the following circumstances apply:
  - (a) where the member of staff has been employed at Fulbrook for two or more years at the time at which the application for admission to the School is made;
  - (b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the School. It is at the absolute discretion of the Headteacher to determine when there is a demonstrable skill shortage.
7. All other children.

#### **4. Admission into Year 7**

The School has a capacity of 120 places for Year 7 in September 2027. Pupils already on roll in Year 6 at the School (“internal pupils”) will transfer automatically and no separate application is required to be made. The School routinely expects 60 internal pupils to transfer into Year 7.

The School’s published admission number (PAN) is 60; this relates to the admission of external pupils into Year 7. For the avoidance of doubt, if fewer than 60 internal pupils transfer, the additional places will be offered to external applicants.

If the School is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

##### *Oversubscription criteria for pupils joining Year 7*

If the number of applications exceeds the number of places remaining, priority will be given to children in the following order:

1. A ‘Looked After Child’ or a ‘Previously Looked After Child’ as defined below (see section 8);
2. Pupils who are attending Year 6 at Swallowfield Primary School at the time of application with a reasonable expectation that they will be attending until the end of the academic year;
3. Pupils living in the defined area (see below), with a sibling at Fulbrook at the time of application with a reasonable expectation that the sibling will be attending at Fulbrook the start of the new academic year of proposed admission;
4. Other pupils living in the defined area, and Service Children with a confirmed posting to the defined area or crown servants returning from overseas to live in the defined area;
5. Pupils living outside the defined area, with a sibling at Fulbrook at the time of application with a reasonable expectation that the sibling will be attending at Fulbrook the start of the new academic year of proposed admission;
6. Children of staff of the School where either or both of the following circumstances apply:
  - (a) where the member of staff has been employed at Fulbrook for two or more years at the time at which the application for admission to the School is made;
  - (b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the School. It is at the absolute discretion of the Headteacher to determine when there is a demonstrable skill shortage.
7. All other children.

#### **5. Oversubscription: Distance Tiebreaker**

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant’s principal residence and the School will be used as a tiebreaker, with those living nearest being given priority. Distance from the School is measured from the front door of the School to the front door of the applicant’s residence in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from the School’s front door to the front door of the ground floor flat underneath the applicant’s residence with priority given to the lower flat door number if there is more than one applicant from a block of flats. In the event that there are two residences at the

same distance and it is not possible to distinguish between them, then random allocation will be used to determine priority. Where random allocation is used, it will be independently supervised.

## 6. Waiting List

The School will maintain a waiting list for those children who are unsuccessful in applying to join Year 5 or Year 7 in September 2027. This will be operated in accordance with the above relevant oversubscription criteria and length of time on the list will not be a factor in offering a place. The waiting list will be held for the remainder of the academic year.

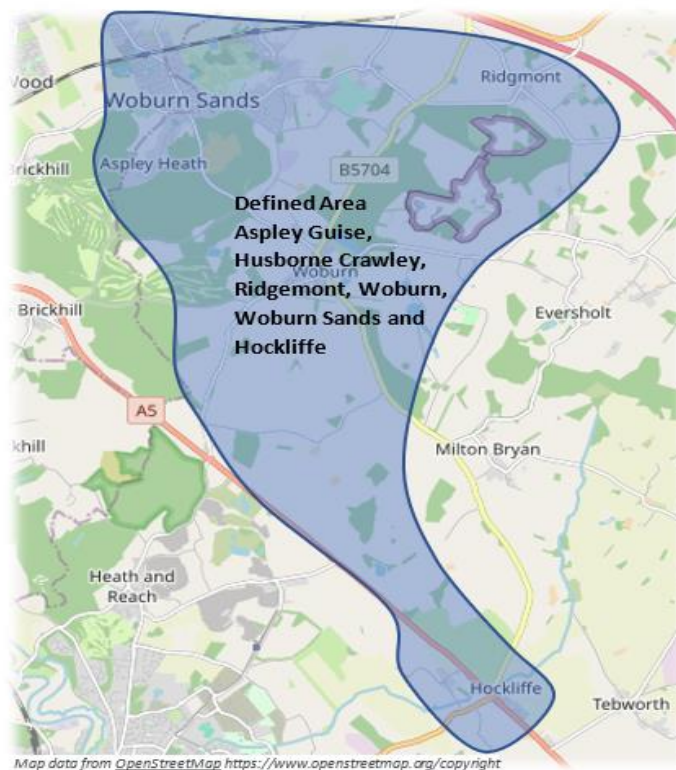
## 7. Fair Access Protocol

The School will follow the Central Bedfordshire Council's Fair Access Protocol. Children identified for admission through the Fair Access Protocol will be admitted even if the School is full and will take precedence over those already on the waiting list.

## 8. Oversubscription Criteria: Definitions and Notes

"Defined area"

The defined area for Fulbrook is: Aspley Guise, Husborne Crawley, Ridgmont, Woburn, Woburn Sands and Hockliffe.



#### “Residence”

Proof of residency will be required from all applicants living within the School’s defined area. Acceptable proof of residence is a current Council Tax bill, or signed rental agreement, together with an official document that confirms the child lives at the normal home address.

Where the applicant child lives part of the week at one address and part of the week at another address, the residence to be used for the purposes of the application must be the address at which the child spends the majority of school nights. School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night.

#### “Looked After Child”

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

#### “Previously Looked After Children”

A Previously Looked After Child is a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority of the School to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### “Sibling”

A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

#### “Multiple Births”

In cases where there is one remaining place available and the next child on the waiting list is one of a twin, triplet or other multiple birth groups, the following will apply:

- Both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number of the School.

#### “Children of staff”

“Staff” includes all those employed directly by the school, i.e. full and part time. “Children” includes 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.

### **9. Checking information**

The School reserves the right to make its own enquiries to verify information supplied by the applicant. If subsequently the School finds that a place has been offered on the basis of information that was materially incorrect or misleading, e.g. the parental address or the applicant’s date of birth, and the place would not have been offered if the correct information

had been supplied, the Local Governing Body may withdraw the offer, even if the applicant has already started at the School.

#### **10. In-Year admissions**

This relates to all admissions to the School in Year 5 to Year 11 except for the initial September entry into Year 5 and Year 7 which are explained above.

For admission to the School at any time other time, parents will be asked to complete an application form available from the School. Verbal or telephone applications will not be accepted. Where no place is available, the applicant will be advised in writing and informed of their right to request an independent appeal.

The capacity for each year is as follows:

Year 5	60
Year 6	60
Year 7	120
Year 8	120
Year 9	120
Year 10	120
Year 11	120

#### **11. In-Year admissions – how places are allocated**

For a place to be available for an in-year admission then the number for the relevant year group will have to have fallen below the capacity number. When this occurs, the place will be allocated strictly in accordance with the process and definitions of the oversubscription criteria as set out in paragraphs 3<sup>1</sup>, 4<sup>2</sup> and 8. Places that become available will be allocated to those applicants who meet the relevant criteria for the year group and who are currently in the application process or who have requested to be placed on the waiting list. For the purposes of in year admissions, the applicants in the application process are considered to be:

- those who have applied and whose applications have not yet been determined;
- those who have returned their forms for an independent appeal to the Clerk of the Independent Appeals Panel and are awaiting a date for the appeal to be heard.

Applicants who have not pursued their applications by returning the relevant forms by the relevant, stated deadline will not be considered to be part of the process.

#### **12. Waiting List – In Year Admissions**

The School will maintain a waiting list. Parent/Carers will be asked to confirm in writing if they wish their child's name to be put on the waiting list for the relevant year group. The waiting list will be operated in accordance with the applicable admissions criteria, and length of time on the list will not be a factor in offering a place. The waiting list will be retained for the remainder of the academic year. Children whom the Local Authority asks the School to admit and who are

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<sup>1</sup> Paragraph 3 for Year 5 and 6

<sup>2</sup> Paragraph 4 for Years 7-11

allocated a place at the School in accordance with the Fair Access Protocol will take precedence over those already on the waiting list.

### **13. Admission of a child into a year group other than that normally associated with their age**

Parents may seek a place for their child outside of their normal age group. The School will only admit children outside their chronological year group in exceptional circumstances. Parents do not have the right to insist that a child is admitted into a particular year group. The School is responsible for making the decision on which year the child is to be admitted into. Decisions will be made based on the individual circumstances of each case, and in the best interests of the child concerned, and will take into account the parents' wishes; educational advice; information about the child's academic, social and emotional development, and whether they have been previously educated outside of their normal age group. The views of the headteacher will also be taken into account.

Parents should contact the School if they wish to make such a request by writing to the Chair of the Local Governing Body, c/o [Clerk@fulbrook.school](mailto:Clerk@fulbrook.school) or via post to Fulbrook School, Weathercock Lane, Woburn Sands, MK17 8NP. For the avoidance of doubt, parents should also complete the Local Authority common application form or the in-year admission form, as appropriate.

### **14. Appeals**

When an application is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel. Details of the appeals process will be provided to those applicants who are unsuccessful.

Applicants who pursue their application to independent appeal, and are then unsuccessful at independent appeal, are no longer considered to be part of the process unless they write to the School asking to be placed on the waiting list.

### **15. Further applications in the same academic year**

The School reserves the right not to accept a further application in the same academic year unless it considers that there has been a significant and material change in circumstance of the parent, the child or the School.

Fulbrook School Local Governing Body  
4<sup>th</sup> February 2026