



Fulston Manor School

Admissions Policy for Entry September 2025

Version (Date):

September 2024

Review Date:

January 2025

Member of Staff Responsible:

**Mrs S Burden
Headteacher**

ADMISSION POLICY - SEPTEMBER 2025 YEAR 7 ENTRY

1. NUMBERS ADMITTED

The Published Admissions Number for the school is 210 in each year group.

2. APPLICATIONS FOR ADMISSION

- a) Applications for admission to Fulston Manor School should be made on the Local Education Authority's (LEA) "Common Application Form." Parents applying for a place for children who have a particular aptitude for either sport or music will also need to complete a supplementary information form, available from the school.
- b) The admission authority (the academy) will follow the Local Education Authority's timetable for applications.
- c) In the event of the school being over-subscribed, all applications for admission will be considered in accordance with the criteria listed below.
- d) In line with the DFE School Admissions Code, children with a EHCP of Special Educational Need which names Fulston Manor School will be allocated a place at the school before the oversubscription criteria are applied.

3. LATE APPLICATIONS

- a. The deadline for the return of the "Common Application Form" is the agreed published date.
- b. Late "Common Application Forms" received by the Local Authority after the published return date, but before the published end of scheme date will be dealt with by the Local Authority.

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4. OVERSUBSCRIPTION

Before the application of oversubscription criteria, children with an EHCP which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Where applications for admission exceed 210, the following criteria will be applied, in the order set out below, to decide which children to admit:

a. **Looked After Children and previously Looked After Children:**

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to 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.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- b. **Particular aptitude in either sport or performing arts** (The governing body award a maximum of 10% of the PAN, this is split across sports and performing arts of such places in total). Places will only be considered under this criterion if the parent/carer has completed the relevant supplementary information form for Fulston Manor School.
- c. **Brothers or sisters of students who will be in the school at the time of entry.** In this context, brother or sister is taken to mean a child who lives as brother or sister in the same house, including natural brothers and sisters, adopted siblings, step-brothers or sisters and foster brothers and sisters (please see Home Address Information below for clarification).
- d. **Children of staff who will have been employed at the school for a minimum of two years when applying for a school place**
- e. **Children who attend primary schools which are part of the Academy Trust including South Avenue School**
- f. **Residence in the villages of Borden, Bredgar, Frinsted, Milstead, Rodmersham, Tunstall and Wormshill together with Highsted Valley. (Evidenced by ME9 postcode)**
- g. **Health and Special Access Reasons** - Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to

attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

- h. Nearness to school based on the distance of a child's home** - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Tie-breaker - Proximity to the school. We will measure the distance by a straight line. All straight-line distances are calculated electronically using a geographical information system. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where drawing of lots by an independent responsible person of good standing, supervised by a similarly independent person, will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code). If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school will offer a place to each of the siblings, even if doing so takes the school above its PAN.

5. WITHDRAWAL OF AN OFFER OF A PLACE

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- when a parent/carer has failed to respond to an offer within 14 working days
- when a parent/carer has failed to notify the school of important changes to the application information
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

Fraudulent or intentionally misleading applications

Where the school has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the school will withdraw the offer of a place. If the school withdraws an offer of a place you will be notified of your right to appeal to an independent appeal panel.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to

which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week, the application is based on where the child resides for the majority of weekdays).

6. IN YEAR ADMISSIONS

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

7. APPEALS AGAINST THE DECISION NOT TO OFFER A PLACE AT THE SCHOOL

On 1st March 2025, parents will be notified by the Local Education Authority that they are being offered a place at their allocated school. This letter will give information about their statutory right of appeal.

8. SUPPLEMENTARY INFORMATION

Parents wishing to apply for a Sport or Performing Arts place are required to complete a supplementary information form.

All parents are requested to complete a separate registration form which assists the school's administration but which has no bearing on the allocation of places. All forms are available from the school.

All applications will be ranked based on the applications received by the LEA on the "Common Application Form".

9. ADMISSION OF CHILDREN OUTSIDE THEIR CHRONOLOGICAL AGE GROUP

In rare circumstances, parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling.

The decision to admit a child out of year group is rare and will be decided on a case by case basis. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: Within the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and

- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

10. WAITING LIST

Parents may join the school's waiting list from the 1st March 2025 by filling in a waiting list form included in their offer letter. The LEA will hold the waiting list until 24th April 2025, after which time it will be held by the school. The school will maintain a Waiting List for the first term of the 2025/26 academic year. 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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

ADMISSION POLICY - SEPTEMBER 2025 YEAR 12/13 ENTRY

1. POST 16 ADMISSIONS

For Post 16 admissions to the Sixth Form, priority will be given to existing Fulston Manor students transferring from Year 11 who meet the entry requirements below. The PAN (Published Admissions Number) for external candidates is 50, this number may be exceeded in the event that the number of internal pupils transferring into Year 12 is less than the overall total figure for the year group which is 160.

2. APPLICATIONS FOR ADMISSION

Students are admitted to the Sixth Form subject to the following information. Decisions regarding the award of places will be taken by a separate panel and based upon the criteria listed below.

- a formal application by student and parent and an academic guidance meeting to determine the courses to be studied are required as part of the process
- availability of a specific course or combination of courses (the school reserves the right to remove courses if they need)
- Minimum entry requirements:

Students wishing to gain entry to Level 3 courses will be guaranteed a place of entry if they get 5 grade 5s and above including in English and Mathematics. Students with grades lower than this combination will attend a guidance meeting to discuss suitability of course choices.

Please note that for some A Level courses there may be an additional grade requirement of a certain grade in the subject being taken or a related subject, please see separate subject page information for this.

In exceptional circumstances there may be a variation of minimum grading requirements where evidence has been produced by the student's current school detailing evidence as to why the GCSE grades achieved are not an accurate reflection of the student's ability.

3. OVERSUBSCRIPTION

In the case of oversubscription, the following criteria will apply in the order below:

- a. students in the care of a local authority/previously in local authority care (see Year 7 section above for further details)
- b. students with a sibling living at the same address and attending the school at the time of entry (see Year 7 section above for further details)
- c. students of staff who will have been employed at the school for a minimum of two years when applying for a place
- d. Residence in the villages of Borden, Bredgar, Frinsted, Milstead, Rodmersham, Tunstall and Wormshill together with Highsted Valley. (Evidenced by ME9 postcode)
- e. health and special access reasons (see Year 7 section above for further details)
- f. nearness of children's homes to the school (see Year 7 section above for further details)

Parents have a statutory right of appeal. Should an application for a place be refused, parents should write to the school in order that an independent appeal panel may be convened.