



ADMISSION POLICY – 2025/2026 (Furness Academy)

Approved by:	
Chair	HILARY ELLAM
Signed:	<i>Hilary Ellam</i>
Date:	November 2023
Chief Executive Officer	Simon Laheney
Signed:	<i>Simon Laheney</i>
Date:	11/23.

Policy Owner:	Deputy Headteacher
Implementation Date	November 2023
Review Date:	November 2024

Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	September 2021
2	Yearly review	November 2022
3	Yearly review	November 2023

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

The Academy will act in accordance with, and will ensure that the Independent Appeal Panel follow, 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.

- 2.1** Notwithstanding these arrangements, the Secretary of State may direct Furness Academy to admit a named student Furness Academy on application from a Local Authority (LA). 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 2025/2026 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 240 students in the relevant age group i.e Year 7 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 into 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 coordinated admission arrangements and will be made on the Common Application Form provided and administered by Westmorland and Furness Council.

- 4.1** Furness Academy will use the Westmorland and Furness 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 Westmorland and Furness Council:

- a. By September of the preceding year, Furness Academy will publish its prospectus that will include arrangements for admission to the Academy including, oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the school.
https://www.furnessacademy.co.uk/our-community/prospective_students/admissions
- 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 31 October for them to administer;
 - d. November/December – Westmorland and Furness LA sends details of applications to Furness Academy;
 - e. December – Furness Academy ranks applicants according to the over-subscription criteria for the Academy and sends list of students to Westmorland and Furness LA.
 - f. January/February – Westmorland and Furness Council applies agreed scheme for schools in Cumbria informing other LA's of offers to be made to their residents.
 - g. 1 March or first working day of March - offers made to parents/carers by Westmorland and Furness 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 we have a year group with a high proportion of students with challenging behaviour or previously excluded students, the governing body may decide not to admit a student outside the normal admissions round even if there are places available. In these circumstances, and where applications meet the criteria, cases may be referred to through the LA 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 Education, Health and Care Plan (EHCP) where Furness Academy is named in the 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 a 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.) The definition of previously looked after children includes 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. This document refers to these children as internationally adopted previously looked after children (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. 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. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989)
- b. Young people who at the time of the application have a brother or sister, (including half-siblings, adopted siblings and those living as siblings in the same family unit) on roll at Furness Academy, giving priority on the basis of the youngest sibling.

- c. Children of staff:
 - 1. Where the member of staff who is currently employed by Furness Education Trust at the time at which the application for admission to the Academy is made, and /or
 - 2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d. Students from schools within the same Trust as Furness Academy.
- e. For those who attend a Furness Academy catchment feeder primary school, for clarity the schools in catchment are; Cambridge Primary, Dane Ghyll Primary, Greengate Junior, Holy Family Primary School, Newbarns Primary, Roose Community Primary, Sacred Heart RC School, St Georges C of E Primary, St James C of E Junior, St Paul's C of E Junior, St Pius X Catholic School. The ranking is taken on those living nearest to the Academy measured in a straight line (the distance to be determined by using a distance measurement tool in Google Maps) from the front door of the Academy to the front door of the child's home.
- f. To those living nearest to the Academy, within catchment, measured in a straight line (the distance to be determined by using a distance measurement tool in Google Maps) from the front door of the Academy to the front door of the child's home.
- g. 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 (the distance to be determined by using a distance measurement tool in Google Maps) from the front door of the Academy to the front door of the child's home.

In the event of a tie break under criteria **a-g**, when all other factors are equal, random allocation will apply.

7.0 Operation of Waiting Lists

Subject to any provisions regarding waiting lists in Westmorland and Furness 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 accordingly. Names will be removed from any waiting list at the end of each term.

- 7.1** A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6.0 6a-6g 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 termly 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 (In-year Admissions)

Where a parent wishes to change school for any reason Furness Academy will only offer a place if there is space available. If no places are available applicants will be offered the opportunity to be placed on a waiting list. Applications will be ranked in accordance with the oversubscription criteria set out for the current academic year and not in the order in which the applications are received or placed on the waiting list. If a place becomes available, the oversubscription criteria for the current academic year are reapplied to all those on the waiting list and a subsequent reordering of the waiting list may take place. Names will be removed from the waiting list at the end of each term. Those applicants wishing to remain on the waiting

list must notify the school in writing. Furness Academy will participate in Westmorland and Furness 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 to appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code 2022 published by the Department for Education.

11.0 Annual Procedures for Determining Admission Arrangements

Where changes are proposed to the admission arrangements, or at least once every seven years if there have been no changes, Furness Academy will consult for a minimum of six weeks between 1 October and 31 January with:

- a. Westmorland and Furness Council
- b. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Westmorland and Furness Council
- c. Any other governing body for primary and secondary schools [as far as not falling within paragraph (b)] located within the relevant area for consultation
- d. Affected admission authorities in neighbouring Local Authority areas
- e. 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 Westmorland and Furness 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