ADMISSION POLICY – 2027/2028 (Furness Academy)

Approved by:	
Chair	
Signed:	
Date:	
Chief Executive Officer	Simon Laheney
Signed:	
Date:	

Policy Owner:	Headteacher
Implementation Date	
Review Date:	November 2026

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
4	Yearly review	November 2024
5	Yearly review	November 2025

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 agreed to be part of Local Auorithy Co-ordinated Admissions Scheme.

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 2021 and the School Admission Appeals Code 2022 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 Not withstanding 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 2026/2027 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 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 coordination 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 Application form* to be completed and returned to LA by the 31 October for them to administer;
d. November/December - Westmorland and Furness Council 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 Council.
f. January/February – Westmorland and Furness Council applies agreed scheme for schools in LA.
g. March 1st or first working day of March - offers made to parents/carers by Westmorland and Furness Council on behalf of Furness Academy.

5.0 Oversubscription criteria

In the event that Furness Academy receives more applications than the number of places available, places will be allocated to children who meet the criteria outlined below, in order of priority until all places are filled.

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 and Previously Looked-After Children**

Highest priority will be given to:

Children who, at the time of making an application, are:

- In the care of a local authority; or
- Being provided with accommodation by a local authority under its social services functions (As defined in section 22 of the Children Act 1989)

Previously looked-after children who ceased to be in care because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002;
- Became subject to a child arrangements order (defined in Section 8 of the Children Act 1989, amended by section 12 of the Children and Families Act 2014); or
- Became subject to a special guardianship order (as defined in section 14A of the Children Act 1989)

This also applies to children who were in state care outside England but ceased to be so because 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
- Another provider of care whose sole or main purpose is to benefit society.

b. Siblings

Priority will next be given to children with siblings on the on the Furness Academy roll at the time of application.

- Siblings include: brothers, sisters, step-siblings, adopted siblings, foster siblings and other children living permanently at the same address.

c. **Children of staff**

Priority will next be given to children of staff employed by the Furness Education Trust:

1. Staff who are currently employed by Furness Education Trust at the time of which the application for admission to the Academy is made; and /or
2. Staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

d. Students from Trust Schools

Priority will next be given to students attending schools within the same Trust as Furness Academy.

e. Students from Feeder Schools

Priority will next be given to students attending Furness Academy's named feeder schools, for clarity our named feeder schools are; Cambridge Primary**,** Chetwynde, 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.
Within this category, priority will be given to those living nearest to the Academy, measured in a straight line, distance determined from the child's postal home address to Furness Academy's postal address (using measuring tool Google Maps).

f. Distance to the Academy

Priority will next be given to those students living closest to the Academy who do not fall into any of the categories above (a-e), measured in a straight line, distance determined from the child's postal home address to Furness Academy's postal address (using measuring tool Google Maps).

Tie-Break Procedure

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

- This process will involve drawing random, sealed envelopes, containing the names of the students.
- The process will be independently verified to ensure fairness and transparency.

6.0 Waiting Lists

Furness Academy will maintain a clear, fair and objective waiting list for students entering Year 7.
This waiting list will be maintained until **31 December** of school year of admission.

- If your application is unsuccessful, your child's name will be added to the waiting list.
- Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in **Section 5**.
- Priority will not be given based on the date application or when the child's name was added to the list.

Parents/Carer must contact the school **termly in writing** to confirm their wish to remain on the waiting List, failure to do so may result in removal from the list:

In accordance with the **School Admissions Code**, the following children will take precedence over those on the waiting list:

- Looked-after children,
- previously looked-after children, and
- Children allocated a place at the school in accordance with a **Fair Access Protocol.**

7.0 Arrangements for Admitting Students to Other Year Groups (In-year Admissions)

Furness Academy will consider in-year admissions for students wishing to join the school in other year groups, including to replace students who have left the Academy.

In line with the normal admissions process, children whose Education, Health Care Plan (EHCP) name the Academy will be admitted.

For other applicants:

- A place will only be offered if space is available in the requested year group.
- If no places are available, applicants will be offered the opportunity to join a waiting list.

Applications on the waiting list will be ranked in accordance with the **oversubscription criteria** for the current academic year, rather than the order in which the applications were received or placed on the list.

- When a place becomes available the oversubscription criteria will be reapplied to al applicants on the waiting list. This may result in the waiting list being reordered.
- Names will be removed from the waiting list at the end of each term unless parent/carer notify the school in writing that they wish to remain on the list.

8.0 Fair Access Protocol

We participate in Westmorland and Furness's Council Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

9.0 Challenging behaviour

Furness Academy will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where the below applies:

- Where a child has been permanently excluded from two or more schools.
- Where Furness Academy receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, and the year group has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll. Furness Academy would consider if admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources. They may refer the child to the Fair Access Protocol.

10.0 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at the Academy except where that place was fraudulently obtained, in these circumstances, we will consider the length of time the child has been at the school before deciding whether to withdraw a place.

11.0 Arrangements for Appeals

If your child's application for a place at the Academy is unsuccessful, you will be informed why it was refused. Parents/Carers have the right to appeal if they are dissatisfied with an admission decision made by Furness Academy. If you wish to appeal, you must **contact the school for the appropriate appeals paper work**. You can find details of the school's appeals timetable on the school's website.

The appeals process will be conducted in accordance with the **School Admissions Appeals Code 2022**, as published by the Department for Education, and heard by an independent appeal panel.

12.0 Monitoring arrangements

This policy will be reviewed and approved by the governing board committee every year:

Where changes are proposed to the admission arrangements, (except where the change is an increase to the published admission number). The governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the Academy's admission arrangements at least every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangements are to apply.