



## The Farnborough Academy

### Admissions Policy 2019 - 20

The published admission number for Year 7 in September 2019 is 210

In all other academic years, the school will usually admit to the number determined when the year group was first admitted to the school.

In accordance with the School Admissions Code, Children with an Education, Health and Care Plan that names The Farnborough Academy will be admitted.

#### **Admissions oversubscription criteria**

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they are adopted, or became subject to a residence order or special guardianship order immediately following having been looked after.
2. Children, who live in the catchment area on the closing date for applications and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area on the closing date for applications.
4. Children who live outside the catchment area attending a linked primary phase school on the closing date of applications and who will have a brother or sister at The Farnborough Academy at the time of admission.
5. Children who live outside the catchment area and who are attending a linked primary phase school on the closing date of applications
6. Other children. No priority is given to siblings in this category.

In the event of oversubscription in any of the above criteria proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school and will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principle entrance to the main administrative building of the school. This will be calculated by using 'Google Maps' computer software. In the event of needing to discriminate between pupils living in the same block of flats where

it produces the same distance measurement, the lowest numbered flat(s) will be treated as the closest.

Tie breaker - In a very few cases, it may not be possible to decide between the applications of those pupils who are final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admission number.

### **Measuring distance 'as the crow flies'**

For applications in the normal year of entry which are managed under the coordinated admissions arrangements, distances will be measured using software available to the Local Authority and the school governors use this information to rank order applications.

For all other applications the governors use 'Google maps' to measure distance.

### **Definitions:**

#### **Residence**

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required.

#### **Brother and sister**

The governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

In cases where there is one remaining place available and the next child on the waiting list is one of twin or of other multiple birth group, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the admission number will be exceeded.

#### **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

#### **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) A child who is looked after by a local authority in accordance with section 22 of the Children's Act 1989 (b) at the time application for his/her admission is made and who the Local Authority can confirm will still be looked after at the time when he/she is admitted to school. A previously looked after child is defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

#### **Late applications**

Late applications are those submitted to the admissions subcommittee after the closing date for the Nottingham City Council's coordinated admissions scheme and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalization, and family trauma. Supporting evidence may be required.

The local authority will write to parents if offered a place informing parents of the need to respond in order to accept the place.

### **Over-subscription Protocol**

If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the admissions sub-committee for the duration of the coordinated admissions scheme. A position on this waiting list will be determined by the school's published over-subscription criteria. The waiting list will remain open until 31 December in the year of admission and will be administered by the governors of the school. For in-year admissions the waiting list will remain open for the duration of three calendar months.

In the event of an over-subscription of any of the above criteria proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school.

Distance Tie breaker - Distance measurements will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principle entrance to the main administrative building of the school. This will be calculated by using 'Micro-soft Auto route' computer software. In the event of needing to discriminate between pupils living in the same block of flats where it produces the same distance measurement, the lowest numbered flat(s) will be treated as the closest.

In a very few cases, it may not be possible to decide between the applications of those pupils who are final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admission number.

For all other applications the governors use 'Micro-soft Auto route' to measure distance.

### **Withdrawing an offer of a place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place by the end of the summer term of the academic year in which the offer is made.

### **Right to Appeal**

Parents refused a place for their child at an Academy/Trust (Foundation) School have the right of appeal, except where their child has been permanently excluded from two or more schools (in this case the parents' right of appeal is suspended for two years after the second or any subsequent exclusion).

### **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to:

The Admissions Panel,  
The Farnborough Academy,  
Farnborough Road,  
Clifton,  
NG11 8JW

within 20 school days of notification. The school will be represented by its named presenting office at these appeals.

### **Catchment area**

The school's defined catchment area can be found on the school's website at [www.thefarnboroughacademy.co.uk](http://www.thefarnboroughacademy.co.uk)

### **Linked Schools**

Dovecote Primary School  
Highbank Primary & Nursery School  
The Glapton Academy  
The Milford Academy  
Whitegate Primary & Nursery School

### **Coordinated admission scheme**

All applications for places in the normal year of entry are made on the common application form through their home local authority. For entrance to the school in September 2019 the closing date of the coordinated admission scheme is 31 October 2018, preceding admission to secondary school. Places are allocated on 1 March 2019.

### **Applications outside the normal year of entry – in-year admissions**

All applications made outside the normal year of entry should be made directly to the school. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available the parent will be informed of this along with the right of appeal for the refusal of a place.

### **Fair Access Protocol**

The Farnborough Academy participates in the Nottingham City Council's Fair Access Protocol.