



Admissions Arrangements 2022



The Ferrars Academy



Admission Arrangements for The Ferrars Academy for September 2022

Introduction

This paper sets out the admission arrangements for The Ferrars Academy for the academic year beginning September 2022.

The Academy Trust has determined at its Autumn Meeting 2020 that it will fully endorse the Luton admission arrangements.

The Council will undertake the processing of applications for the Academy.

Luton Borough Council's Admissions Policy

Luton operates a catchment area arrangement, details of catchment areas can be found on the council's website at www.luton.gov.uk/admissions. Parents can express a preference for any school. Catchment area lists are also available from the Council by telephoning the Admissions helpline on 548016.

Pupils are admitted to The Ferrars Academy without reference to ability or aptitude up to the published admission number for the school. If the number of places in a particular year group at a school is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given below) to determine how places will be allocated.

Decision letters will be posted to parents on 19th April 2022 by the Admissions Team on behalf of the governing body of the school.

Priority may also be given to the admission of pupils in accordance with the In-Year Access Protocols for primary and secondary schools agreed by Luton's admission Forum, following consultation with schools.

Admissions Criteria

In accordance with the Education Act 1996, children with an EHC Plan are required to be admitted to the school named in the Plan. Thereafter, the following priorities will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after becoming looked after became subject to an adoption, child arrangements or special guardianship order(1). A looked after 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 (section 22(1) of the Children Act 1989).
2. Brothers and sisters of pupils attending the academy or the linked junior school when the pupil starts at the school.
3. Pupils living in the catchment area of the Academy.
4. On medical grounds, supported by medical evidence.

5. On the shortest distance, measured in a straight line, between the main entrance door at the Academy's main reception and the pupil's home address with those living closer to the Academy being accorded higher priority. (the home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Academy is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 5) will be used as a tiebreaker.

For Academy admissions where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the academy, the ultimate tiebreaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Admissions Process

The Academy will continue to use the equal preference system that was adopted for all Luton schools for September 2007 admissions onwards.

'Equal preference' system

Stage 1

All first, second and third preference applications are considered equally against the schools' admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications.

Stage 2

If a pupil qualifies for a place at more than one school, the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example, a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

If the Academy receives direct applications they will inform Luton Borough Council of the application and forward it to the Council by the closing date.

Application Process

Parents are encouraged to apply on-line, however, hard copy application forms are available on request. Parents can express up to three preferences on the Council's application form.

Applications for Luton Schools from Parents Residing outside of Luton

Applications from parents residing outside of Luton will be processed in parallel with Luton applications. Luton Council will then notify the home Council as to whether a place can be offered.

Waiting Lists

Where it is not possible to agree all applications for The Ferrars Academy, a waiting list will be drawn up. Waiting lists are organised in the order of priority of the Academy's admissions criteria. Waiting lists are not based on the date the application was added to the list.

For the new Reception intake (Years R) the names will be held on the waiting lists until 31 July 2023, however, applications received in the Summer term 2023, will remain on the waiting list until July 2024. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the Autumn term 2022 until the end of the Spring term 2023 will be placed on a waiting list until 31 July 2023. Applications received from the start of the Summer term 2023 to the end of the academic year will be placed on a waiting list until 31 July 2024. Waiting lists are **not** based on the date the applications was added to the list.

Home Address

For the purpose of allocating places in the normal admissions round (i.e. the initial allocation of places for Year R intake) if the Academy is oversubscribed, the pupil's catchment area will be determined by their home address as at the closing date for applications.

Children who gain a place at the Academy because their parents/carers have the Council a false home address will have their place withdrawn.

Late Applications

Applications received after the closing date will not be considered in the initial allocation of places except in very exceptional circumstances.

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places.

Deferred Entry

The Ferrars Academy will admit children into the Reception classes in the September prior to the child's fifth birthday. Parents/carers can choose to defer their child's entry to school or take up a place part-time until s/he is of compulsory school age, providing the place is taken up within the same academic year.

Therefore children born between 01.09.17 – 31.12.17 can defer their place until January 2023 and children born between 01.01.18 – 31.08.18 can defer their place until April 2023.

Parents/carers cannot defer their child's entry beyond the dates given above. Parents/carers of children born between 01.04.18 -31.08.18 who would like their child to start Year 1 in September 2023 would need to reapply for admission at a later date. These applications would be treated as an 'in-year' admission request and place would only be offered if there were vacancies in the year group.

Parents/carers wishing to defer their child's entry to school are asked to put their request in writing to the Academy ideally within 21 days of being offered a place by the Council.

In-Year Admissions

In-year admissions are applications to enter a year group that has already started at the Academy. The Council is responsible for co-ordinating in-year applications for the Academy. Therefore, parents seeking a place at the Academy should complete the Council's In-Year application form and return this form directly to the Council. The Council will then liaise with all the Schools/Academies listed as a preference to ascertain which (if any) preferences can be met. If a pupil qualifies for a place at more than once school, the parents' highest ranked preference will be offered and any lower ranking offers will be disregarded.

Admission of children outside of their normal year group:

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Admissions Committee. Parents should include information regarding their child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications relating to the Starting School (Year R) admissions round will also be discussed with relevant local authority professionals. Decisions will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.

Nursery Children

Children who gain a place in the Nursery are **not** guaranteed admission to the main school. Parents/carers must apply for a statutory school place using the Council's 'Starting School' application form.

Publication of Admission Arrangements

The Council will publish information booklets for parents on the admissions process. An interpreter service is available to assist parents/carers. Assistance can also be provided for hearing or visually impaired parents/carers.

The Academy's admission number is 90.

DEFINITIONS

Siblings

The term 'siblings' includes both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Medical Grounds

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the Health Authority for advice on determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Home Address

The LA regards a pupil's home address as where s/he spends the majority of the school week. (i.e. Monday to Friday including nights) with his/her parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Details of catchment areas can be found on the Council's website at www.luton.gov.uk/admissions and going to the 'catchment area look-up' link. A catchment area list can be viewed via the link entitled 'What's my catchment area school?'

Catchment area lists are also available from the Council by telephoning the Admissions Helpline on 01582 548016.

(1) An Adoption Order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) and 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the children act 1989 as amended by S14 of the Children and Families Act 2014. Section14A of the Children act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).