



# Fulston Manor School

## **Admissions Policy for Entry September 2024**

**Version (Date):**

**September 2023**

**Review Date:**

**March 2024**

**Member of Staff Responsible:**

**Mrs S Burden  
Headteacher**

# ADMISSION POLICY - SEPTEMBER 2024 YEAR 7 ENTRY

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## 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 Governors 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.

## 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.

# ADMISSION POLICY - SEPTEMBER 2024 YEAR 7 ENTRY

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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 & performing arts of such places in total). Places will only be considered under this criterion if the parent 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** (where the child resides for the majority of the weekdays) from Fulston Manor School. The distance between the child's permanent home address and the school is measured in a straight line, using National Land and Property Gazetteer (NLPG) address point data. 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.
- i. 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. WAITING LIST**

Parents may join the school's waiting list from the 16<sup>th</sup> March 2024 by filling in a waiting list form included in their offer letter. The LEA will hold the waiting list until 24<sup>th</sup> April 2024, after which time it will be held by the school. The school will maintain a Waiting List for the first term of the 2024/25 academic year.

## **6. APPEALS AGAINST THE DECISION NOT TO OFFER A PLACE AT THE SCHOOL**

On 1<sup>st</sup> March 2024, 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.

## **7. 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".

# ADMISSION POLICY - SEPTEMBER 2024 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.

### 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. 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
- b. availability of a specific course or combination of courses
- c. minimum entry requirements:  
5 GCSEs at grade 4 or above, including at least a grade 4 in the same or a related subject. A student would usually be expected to have at least a grade 4 in English language and Mathematics; where a student does not have these, they will be expected to retake them in the Sixth Form.

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.

# Fulston Manor School

Brenchley Road | Sittingbourne | Kent | ME10 4EG | 01795 475228



## Application for Performing Arts Scholarship

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: M  F  Other (please specify): \_\_\_\_\_ Prefer not to say

Home Address: \_\_\_\_\_

\_\_\_\_\_

Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current School: \_\_\_\_\_

Please give details of any instruments played (including standard) and any other performing arts involvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide details of the piece that you will be performing for your audition. This can be dance, drama or music. Please note that only one piece may be performed and we require details of this in advance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address and contact number of the current teacher/tutor/coach to support this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/carer name: \_\_\_\_\_ Parent/carer title (eg; Mr, Mrs etc.): \_\_\_\_\_

Parent Carer signature (please sign within the box provided):

### Important Information

Candidates for Performing Arts Scholarships will take part in a selection process that will provide candidates with the opportunity to discuss their dance, drama or musical achievements and plans for the future, as well as perform a piece of their own choice from within their particular performing arts area of interest.

10% of all places are reserved for students who show a particular aptitude for either sport or performing arts and students who qualify under this category do not need to satisfy any other of admission criteria. These places are split across performing arts and sport each year (10/11 per year).

Performing Arts Scholarship holders will be expected to participate in a range of performing arts events and extra-curricular activities. It is also expected that they will consider opting for GCSE Dance, Drama or Music in Year 10 and 11 and possibly BTEC Performing Arts or Music in the Sixth Form.

**This Performing Arts Scholarship Application Form should be completed and returned by 31st October.**

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## Application for Sports Scholarship

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: M  F  Other (please specify): \_\_\_\_\_ Prefer not to say

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current School: \_\_\_\_\_

Sports played and standards achieved (please give details of teams and clubs etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, address and contact number of the current teacher/instructor/coach to support this application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/carer name: \_\_\_\_\_ Parent/carer title (eg; Mr, Mrs etc.): \_\_\_\_\_

Parent Carer signature (please sign within the box provided):

### Important Information

Candidates for a sports scholarship will take part in a selection process, the first part of which is a practical assessment. Candidates who are shortlisted following this will proceed to stage two, where they will be given the opportunity to discuss their sporting achievements and plans for the future.

10% of all places are reserved for students who show a particular aptitude for either sport or performing arts and students who qualify under this category do not need to satisfy any other of admission criteria. These places are split across performing arts and sport each year (10/11 per year).

Sports scholarship recipients will be expected to participate in a range of sporting activities, involving themselves fully in extra-curricular clubs and teams. It is also expected that they will consider opting for GCSE Sport in Year 10 and 11.

**This Sports Scholarship Application Form should be completed and returned by 31st October.**