



# FULWELL JUNIOR SCHOOL

## ADMISSIONS ARRANGEMENTS : SEPTEMBER 2020

### (Updated September 2020)

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#### **Principles of Admission:**

Fulwell Junior School operates a three form entry system, meaning children will be allocated into three classes per year group; the main September intake into Year 3 is made up in the main by children from our feeder school, Fulwell Infants Academy, but parents can apply to transfer their child to us at any stage of the school year from any other school, either within the Local Authority or from elsewhere in the country.

Sunderland Local Authority do not operate a Catchment Area system of allocation; this was replaced in 2003 by the Cluster system of allocation whereby local groups of Primary schools would feed into a single Secondary school.

We therefore cannot discriminate against a pupil admission on the basis of their location to the school; all parents have a right to apply for a school place with us.

#### **Applying for a School Place:**

Fulwell Junior School strictly adhere to the admissions legislation as set by our Local Authority, City of Sunderland.

We admit children from the age of 7 to 11 years. Admission information is supplied to parents by the LA in the Autumn Term when children are still in Year 2 and school preferences are determined from this. Parents do not have the right to *choose* a school for their child, only express a preference and up to 3 schools can be selected.

The preference period for choosing a school normally runs from October to January; applications received after this date **will** be considered after those received on time so parents are advised to apply promptly when the preference window opens.

Every parent **must** apply for a school place if they wish their child to attend Fulwell Junior School – transition is NOT automatic. We are also governed by the legal PAN (Published Admission Number) limit, and as such cannot guarantee every child in Y2 will be successful in gaining a place at Fulwell Junior School if the main feeder school adopt a PAN in excess of our own.

**Current PAN:**

Year 3 90

Year 4 90

Year 5 90

Year 6 90

Maximum Roll : 360

**How School Places are Allocated:**

The admission criterion for Community and Voluntary Aided Schools is as follows:

- (i) 'Looked-after' child – a child that is 'looked-after' by a Local Authority, in accordance with Section 22 of the Children's Act 1989(b) and a child who was looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order).
- (ii) Attendance in Key Stage 1 (age 4-6+) at the named feeder infant school. (This applies to Infant-Junior transfers only).
- (iii) A sibling link – an older brother/sister or older child (including adoptive or stepchildren) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
- (iv) Exceptional medical or psychological reasons (parents must include a medical or psychological report, prepared by a professional, to confirm information which you include in the appropriate section of the application form. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.) If a parent intends to use this criterion when expressing a preference, we will direct them to the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
- (v) Pupils for whom preferences are expressed on grounds other than those outlined above.

Within each of the above categories, places will be offered on the basis of distance from the centre of the home to the main entrance(s) of the school with priority being given to those living closest to the school.

Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS).

Where a pupil has an Educational Health & Care Plan need naming the school, a place will be offered at the school (subject to confirmation by the SEND Unit). Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.

### **Oversubscription:**

In instances where places are oversubscribed, the Local Authority Admissions Team will intervene to determine final allocations. They will consider the factors included in the Admissions Criteria and will liaise with the parents on the schools behalf to advise on the right to appeal.

### **Right to Appeal:**

The school adhere totally to the protocols of the PAN; it is set at a level that best ensures the delivery of quality teaching for all children. To exceed the limits would only have a detrimental impact on this delivery. If a parent applies for a place at Fulwell Junior School for a child, and the Year Group required is oversubscribed, the parent will be informed of this by us at the first point of contact.

If, however, the parent wishes to pursue the possibility of transferring a child to us, there is an appeals process in operation that they may choose to follow. However, the Governing Body have a clear **Statement of Intent** regarding admission appeals, which parents may wish to review before making a decision to appeal.

#### **PUPIL ADMISSIONS STATEMENT OF INTENT: APPEALS**

**Updated September 2020**

The current PAN for Fulwell Junior School is currently set at 90.

The Governing Body have given consideration to the appeals protocol to be adopted in the event of:-

- the main feeder school (Fulwell Infants Academy) increasing their PAN above 90 children thus impacting on the annual Year 3 intake;
- a parent wishing to apply for an in-year transfer where acceptance of the application would increase the PAN in a year group to 90+.

The Governors have therefore decided that:

- The PAN should remain at 90
- Appeals that would impact on the potential increase of the PAN should be **contested** on the basis that:-
  1. It would undermine the fundamental principles of the most manageable ratio of pupils to teacher.
  2. We remain a 3-Form entry school and would not have the capacity to accommodate transition where the Year 2 cohort coming into Year 3 had previously been split into 4 classes by the feeder school.
  3. The age and layout of the school building does not lend itself to larger class sizes and average floor space per room is at a premium. Overcrowding within the classroom could therefore have a detrimental impact on teaching and learning and with limited external space into which to extend, effective classroom organisation is considered a key factor in successful lesson delivery.
  4. Facilities management services would be stretched to capacity; the school dining hall can only accommodate so many children per sitting. Larger class sizes could impact on the length of the lunch period due to the volume of children that would require service at any one time.
  5. Pupil supervision ratios would be compromised.
  6. Larger classes could not safely be accommodated in the main school hall where space is already at a premium; as this is the main area for indoor PE and whole school presentations, an increase could breach health and safety protocols.
  7. The school should not compromise on potential increases to the PAN when there is evidence of falling roll numbers at other Primary Schools within the cluster.

This statement should be considered by the Independent Appeals Panel when applications are received.

**Waiting Lists:**

Where an appeal is heard and is unsuccessful, parents may request to be held on a waiting list so that they are informed when the next vacancy arises on roll. The list is held by the School Admissions Team, and they would therefore be the first point of contact in such instances.

**Attendance :**

All children are expected to be punctual, regular attendees at school. Lateness is closely monitored and we welcome parental support in ensuring children get to school on time as persistent lateness disrupts learning, both of the individual child and the class as a whole. We have a clear Attendance Policy which covers all aspects of expected behaviour and this statement should be read in conjunction with that document.

**Next Steps.....**

If a child attends a school within the Sunderland Authority and the parents have requested a transfer to Fulwell Junior School, there is a protocol to follow before the move can be approved.

In the first instance, the parent should meet with the Head Teacher of the school the child is transferring from to advise them that a move is being considered.

Parents will be required to complete and sign a Pupil Transfer Notice, which will also be signed by the Head Teacher. This form will then be sent to the Admissions Team for processing.

In the meantime, parents are advised to make an appointment to meet with Mr. Speck to discuss the child's move and receive our own transition information. This will enable parents to make an informed decision as to whether we are the right school for your child, and will give us an opportunity to discuss any underlying issues which may have led to the transfer request.

The Admissions Team will be able to verify whether there are spaces in the Year group and parents will be advised by them, in liaison with ourselves, as to when the transfer can take place.

In all instances, we request the School Admission form is completed if a child has never attended Fulwell Junior School as it covers all permissions and information required by ourselves.