



**Garstang Community Academy
An Academy within the
Fylde Coast Academy Trust**

**IN-YEAR ADMISSION ARRANGEMENTS FOR
2021 / 2022**

Fylde Coast Academy Trust (FCAT) is the admission authority for the academies within the Trust and is not part of Lancashire County Council's scheme of in-year co-ordination therefore parents should apply directly to the relevant Academy.

Applications for admission to *Garstang Community Academy* 'in-year' or outside the normal admissions round must be made in writing, and by completing the academy's In-Year Application Form. The completed form should be returned by post to: *Garstang Community Academy*. The envelope should be marked 'ADMISSIONS'. An in-year application form can also be found on our website: [insert link](#).

If your child has a Statement of Special Educational Needs or an Educational Health Care Plan which names *Garstang Community Academy*, then your child will be allocated a place, even if there are no spaces available in the year group.

Where there are spaces within the required year group all applications for in-year admissions will be allocated a place, unless admitting the child would prejudice the efficient provision of education or use of resources.

Where there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria below:

Oversubscription Criteria

1. Looked after children and previously looked after children. This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. This criterion will also apply to children who were previously in state care outside of England and have ceased to be in state care as they have been adopted.
2. Medical, Social or Welfare reasons. Where there are exceptional serious, sensitive and compelling circumstances that are directly relevant to the academy, priority may be given. Professional evidence to demonstrate exceptional or compelling reasons why only this academy can cater for a particular child's needs on any of these grounds must be provided with the application. The evidence must set out the reasons and level of risk to the child or family and why the academy is the only suitable school; plus any difficulties which would arise if the child had to attend an alternative school.

It should be noted that all schools can make provision for special educational needs, and can also manage common conditions e.g. asthma, epilepsy and diabetes.

Only exceptional reasons directly relevant to the academy will be considered. Priority will be given to the child only if the submitted evidence unequivocally proves the circumstances and demonstrates why any alternative school would be unsuitable. Parents are responsible for providing the evidence.

3. Children who will have a sibling in attendance at *Garstang Community Academy* at the time of transfer. The term “sibling” includes stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address.
4. The children of staff who have been employed by *Garstang Community Academy* for two or more years, or who meet a skills shortage.
5. Other pupils with priority given to those that live nearest to *Garstang Community Academy*. The measurement will be taken in a straight line from the centre point of the residence to the centre point of the Academy, using the Local Authority’s geographical information system (GIS).

There will be a right of appeal to an Independent Appeals Panel for external applicants refused admission. Parents have 20 school days to compile and lodge hearings.

Appeal Arrangements

All appeals will be co-ordinated by Lancashire County Council on behalf of the Academy.

Where the Fylde Coast Academy Trust is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002.

You should contact the School Admissions Team to request an appeal form. You will have the opportunity to submit your case to the panel in writing and also to attend in order to present your case. You will receive 10 school days’ notice of the place and time of the hearing.