



**GEP Admissions Policy
Fullbrook 6
2020-21**

Responsible Committee: GEP Board of Trustees

Responsible Officer: Chief Executive Officer

Reviewed: January 2019

Board Approval Date: 7th February 2019

Policy Type: Statutory

Implementation Date: 28th February 2019

Publication: Website

Review Cycle: Annual

Next Review Date: January 2020

We seek to be a network of schools where every pupil receives the best possible education

Sixth Form Admissions

Fullbrook 6 welcomes internal students who have attended year 11.

Fullbrook 6 will also accept applications for entry to the Sixth Form from external applicants. The Published Admission Number for external applicants for entry to Year 12 in September 2020 will be 20, but more places may be available subject to the take up by internal applicants. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements.

The following guidelines are indicative of minimum entry requirements for courses at different levels for all applicants, both internal and external, although these may be varied according to the specific requirements of certain subjects. Students should refer to the Fullbrook 6 website for the individual subject requirements. Exceptions may be made to the minimum requirements according to a student's individual circumstances.

Minimum Entry Requirements

1. 3 A Level subjects (or equivalent) e.g. BTEC National Diploma (Level 3) – Minimum 5 GCSEs at grades 5-9
2. 4 A Level subjects (or equivalent) e.g. BTEC National Diploma (Level 3) or Level 3 Cambridge Technicals Extended Certificate – Minimum 5 GCSEs at grades 5-9

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will apply:

1. Looked After and Previously Looked After Children
2. Exceptional Circumstances
3. Siblings
4. Children of Staff
5. Children for whom the school is the nearest to their home address. The nearest school is defined as the school closest to the child's home address that admits students of the appropriate age range, as measured by a straight line from the address point of the student's house, as set by Ordnance Survey to the main school gate. This is calculated using a bespoke Fullbrook Geographical Information System
6. Any other applicants on the basis of nearness to Fullbrook 6, measured in a straight line from the address point of the student's house, as set by Ordnance Survey, to the main school gate. This is calculated using a bespoke Fullbrook Geographical Information System

1. Looked After and Previously Looked After Children

Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children are those who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

2. Exceptional Circumstances

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. There are two categories under exceptional circumstances:

- a) Children with a serious or life-threatening medical condition or disability, or children where there are sensitive and/or serious individual and/or family circumstances that make attendance at Fullbrook School essential, can be considered under the exceptional circumstances criteria. A case should be provided which demonstrates clearly why you feel it is essential for your child to attend Fullbrook School, and why no other school can meet your child's needs. In the case of a medical condition or disability, this should be stated on the application form and can only be considered if substantive medical evidence from a professional such as a doctor and/or hospital consultant is attached and for other circumstances, evidence from a social worker, health visitor, housing officer, the police or probation officer. Please note that a letter from a GP will not normally be deemed sufficient evidence. If there are sensitive and/or serious individual and/or family circumstances, these should be stated at the time of application. Substantive evidence, such as a report from a support service, must be provided.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional circumstances criterion would not normally be given for these.

- b) Children who were previously in state care **outside of England**, and have ceased to be in state care as a result of being adopted, may be considered under this criterion. A child will be regarded as having been in state care **outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence will need to be provided by the applicant to demonstrate that the child was in state care **outside of England** and left that care as a result of being adopted.

Providing evidence does not guarantee that a child will be given priority at Fullbrook School and in each case a decision will be based on the merits of the case and whether the evidence demonstrates that a placement should be made at Fullbrook School above any other.

Places may be allocated under this criterion when places are first offered at Fullbrook School and the Local Authority may also ask Fullbrook School to admit over their Published Admission Number at other times under this criterion.

3. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit, at the same address.

A child will be given sibling priority if they have a sibling at Fullbrook School at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will be at Fullbrook School in September 2020. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximizing the opportunity for children in the same family to be educated at Fullbrook School.

4. Children of Staff

Priority is given to the children of staff where the member of staff has been employed at the school for more than two years at the time at which the application for admission to the school is made. The member of staff must complete the Supplementary Information Form attached to this policy.

5. Children for whom the school is the nearest to their home address

The nearest school is defined as the school closest to the child's home address that admits students of the appropriate age range, as measured by a straight line from the address point of the student's house, as set by Ordnance Survey to the main school gate. This is calculated using a bespoke Fullbrook Geographical Information System.

6. Any Other Applicant

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the student's home, as set by Ordnance Survey to the main school gate. This is calculated using a bespoke Fullbrook Geographical Information System.

ADDITIONAL INFORMATION

Out of Year Group requests

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Principal, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Principal, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Tie Breaker

Where two or more children share a priority for a place when using distance as a tie breaker, eg where two children live equidistant from a school, Fullbrook 6 will draw lots to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by their rank position.