



The best we can be

## **Armfield Academy admission arrangements for 2019-20**

Armfield Academy is an All-Through Academy with a Nursery and provides continuous education for children age 2-16. The Fylde Coast Academy Trust is the admissions authority. The academy will be in South Shore, Blackpool and in line with other FCAT academies, operates within an equal preference scheme which welcomes all children.

### **Admission number(s)**

The Admission number for Reception in 2019 is 60.

The Admission number for Year 7 in 2019 is 160.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the Published Admission Number (PAN) for the relevant year group are received, the Local Authority will offer places at the school to all those who have applied.

### **Application Process**

Applications must be made using the Common Application Form which will be made available by the Blackpool Local Authority's School Admissions Team.

Applications can also be made online via the Local Authority's website - [www.blackpool.gov.uk/](http://www.blackpool.gov.uk/)

Applications for Primary School places must be made direct to the local Authority no later than **15 January 2019**

Applications for Secondary School places must be made direct to the Local Authority no later than **31 October 2018**

All places will be offered by the Local Authority's School Admissions Team on behalf of the Fylde Coast Academy Trust, within the secondary co-ordinated admissions scheme operational in the Local Authority's area.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a secondary school in any area, but you must apply to your home authority. If you live outside the Blackpool area, please contact your home authority to request an application.

A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581148 or writing to the Area Education Office, White Cross Education Centre, Quarry Road, Lancaster, LA1 3SE.

Parents/carers requesting a place at FCAT Free School either because they are new to Blackpool, or because they are wishing to transfer from another Blackpool School will be required to complete a common application form allowing them to express three preferences.

The admission of all students to Blackpool schools will be co-ordinated by the School Admissions Team (see **Non-Routine Admissions**)

If your child has a Statement of Special Educational Needs which names a school, then that school must give your child a place. If you apply for a place in the middle of the school year, the school must give your child a place straightaway, even if classes are full.

## **Notes**

### **Admission to Year 7**

*Pupils already in year 6 at FCAT Free School at the time of secondary applications are already on roll at the Academy and are guaranteed a place in year 7, should they wish to take up a place there. This also applies to pupils joining year 6 at FCAT Free School after the time of secondary applications.*

### **Reception Admissions - twins/multiple births**

*Where there are twins or triplets wanting admission and there is only a single place left within the admission number, then the Fylde Coast Academy Trust will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets even when this means breaching infant class size limits. This may also apply to children who are siblings within the same year group.*

## **Oversubscription criteria**

'The criteria in this section apply to entry at both phases of the school.

When the academy/free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

## Notes

*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. Under recent legislation, children who leave public care through adoption, a residence order or special guardianship order, will continue to be given the same priority although they are no longer looked after by the state.*

2. Priority will next be given to the siblings of pupils attending the school at the time the application is received.

## Notes

*'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place'.*

3. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area and/or where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made
4. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other based on those needs. If evidence is not submitted to the LA with the application, a child's or parent's medical or social needs cannot be considered.
5. Other Children.

## **Tie-break**

1. 'If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. The distance between the applicant's home (including flats) and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home and of the school. The LLPG is a point within the boundary of the property and is usually located at its centre. Distances are measured using the Council's Geographic

Information System. In the event of the admission number being reached within any one of the oversubscription criteria in the order listed above, the distance criteria will be used as a 'tie breaker'.

### **Notes**

*The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.*

2. Random allocation undertaken by the local authority will be used as a tie-break to decide who has the highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

### **Late applications**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. They will be required to complete a common application form, provided by the Local Authority, allowing them to express up to three preferences. The admission of all students to Blackpool schools will be co-ordinated by the Schools Admissions Team. If there is no place, then the School Admissions Team will provide information about how to appeal against the decision. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Admission into the secondary aged year groups will normally only take place at the beginning of a school term.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

### **Waiting lists**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the Autumn Term. This will be maintained by the Local Authority and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admissions Appeals Code. Appellants should contact Blackpool Children’s Services on [www.blackpool.gov.uk/](http://www.blackpool.gov.uk/) for information on how to make an appeal. 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. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will receive 10 school days' notice of the place and time of the hearing.



