



# **John Ferneley College**

## **Determined**

### **Admissions Policy**

#### **2022-2023**

Approved by: Mowbray Education Trust Board (February 2020)

**This policy will operate for entry from September 2022 admissions and mid-term applications during the 2022/23 academic year, and for subsequent years until further notice.**

## **First Time Admissions**

John Ferneley College as required will participate fully with the Local Authority (LA) Co-ordinating Transfer Scheme. This means parents must apply through the LA online system - <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions> or using the LA's common application form. The application forms must be completed and submitted or returned by the national closing date (31st October).

## **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.

## **Applications during the School Year**

John Ferneley College has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and through school holidays at - <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-to-move-school>. If John Ferneley College has a space, the LA will offer the place. If there are more applications than places, the LA will rank the applications based on the John Ferneley College oversubscription criteria and will inform parents of outcomes accordingly.

## Oversubscription Criteria

Children who have a Statement of Special Educational Needs that name John Ferneley College will be admitted even if the school is full.

If there are too many requests for John Ferneley College, priority will be given to children whose parents applied on time, in the following order (see note a below):

	<b>Criteria</b>	<b>Notes</b>
1st	<b>Children who are looked after and those children who were previously looked after children.</b>	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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order/child arrangement order or special guardianship order).
2nd	<b>Pupils who will have an older brother or sister attending the same school at the same time.</b>	The term "brother or sister" includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
3rd	<b>Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application).</b>	<p>If criterion 3 is used, professional supporting documentation from the Lead Professional (e.g. a letter from a Doctor or Social Worker) must be supplied to define the need and must be submitted with the application for a school place. The following list are the areas that are considered exceptional:</p> <p>Crown Servants (children of UK Service Personnel (UK armed forces) provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address).</p> <p>Children subject to Child Protection Plans.</p> <p>Hard to Place children – who fall under the Fair Access Protocol.</p> <p>Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).</p> <p>Each case will be assessed on its individual merits.</p>

4th	<b>Pupils enrolled at a named feeder school that is part of the Mowbray Education Trust, at the point of application.</b>	<p>Named feeder primary schools that are part of the Mowbray Education Trust, as at 1st September 2018, are:</p> <p>Ab Kettleby  Brownlow (Melton Mowbray)  The Grove (Melton Mowbray)  Sherard (Melton Mowbray)  Somerby</p>
5th	<b>Pupils of John Ferneley College staff.</b>	Where the member of staff has been employed at John Ferneley College for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6th	<b>Pupils who live in the catchment area.</b>	A child's home address is the residential property that is the child's only or main residence at the time of application. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of weekdays.
7th	<b>Pupils enrolled at a named feeder school that is not part of the Mowbray Education Trust, at the point of application.</b>	<p>Named feeder primary schools that are not part of the Mowbray Education Trust, as at 1st September 2018 are:</p> <p>Asfordby Captains Close  Asfordby Hill  Buckminster  Frisby  Old Dalby  Scalford  St Mary's (Melton Mowbray)  Wymondham</p>
8th	<b>Pupils living nearest to the school measured in a straight-line distance (home to school front gate).</b>	Measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn supervised by an independent officer.

**Note a)** Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.

## **Oversubscription (OSL 'Waiting') List**

Parents whose children have been refused a place John Ferneley College will automatically be added to the John Ferneley College's OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year.

The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

## **Appeals**

If your child has been refused a place at the John Ferneley College, you retain the statutory right to appeal. John Ferneley College has engaged the services of the Local Authority (LA) to conduct all our appeals. Therefore, you can appeal using the LA's 'Notice of Appeal' available through - <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place>. The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

## **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

## **Fair Access Protocol**

John Ferneley College will participate fully with the LA's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.