

MET –John Ferneley College Determined Admissions Policy

2026-2027

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This policy will operate for entry from September 2026 admissions and mid-term applications during the 2026/27 academic year, and for subsequent years until further notice.

This policy applies to John Ferneley College.

The Published Admission Number for year 7 intake at the school is 240.

First Time Admissions – secondary transfer to year 7

John Ferneley College as required will participate fully with Leicestershire County Council (LCC) Co-ordinating Transfer Scheme. This means parents must apply through LCC, either via the online system - <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions> or can request a paper application form. The application forms must be completed and submitted or returned by the national closing date (31st October). Alternatively, parents should apply through their Local Authority if they if you live outside Leicestershire.

Admissions Timeline Secondary Transfer:

- 31 October Closing date for applications to the Local Authority (LA)
- 28 February Publication of appeals timetable on LA website
- 1 March (or next working day) National offer day for secondary school places
- April to August Appeals process and outcomes
- August New intake starts at school

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.

Oversubscription Criteria

Children who have an Educational Health and Care Plan (EHCP) 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):

1	<p>Children who are looked after and those children who were previously looked after children.</p> <p>Children who are looked after and those children who were previously looked after children.</p> <p>The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions: 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</p>
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	<p>definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.</p> <ul style="list-style-type: none"> • A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. • Children who were adopted under the Adoption Act 1976 and • children who were adopted under section 46 of the Adoption and Children Act 2002. 24 • Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)
2	<p>Pupils who will have an older brother or sister attending the same school at the same time.</p> <p>The term sibling relates to:</p> <ul style="list-style-type: none"> • brothers and/or sisters who share the same parent(s) • a half-brother, half-sister or legally adopted child living at the same address • a child looked after by a local authority placed in a foster family with other school age children • a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
3	<p>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).</p> <p>If criterion 3 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place. The following list are the areas that are considered exceptional: -</p> <p>(a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that the child can only reasonably attend one school.</p> <p>(b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.</p>

	<p>(c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person) The Academy will make the decision during the processing period in consideration with relevant professional documentation.</p>
4	<p>Pupils enrolled at a named feeder school that is part of the Mowbray Education Trust, at the point of application.</p> <p>Named feeder primary schools that are part of the Mowbray Education Trust, as at 1st September 2025, are: Ab Kettleby Sherard (Melton Mowbray) Brownlow (Melton Mowbray) Somerby The Grove (Melton Mowbray) Buckminster</p>
5	<p>Pupils of John Ferneley College staff.</p> <p>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.</p>
6	<p>Pupils who live in the catchment area.</p> <p>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.</p> <p>Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.</p> <p>Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County Council on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the academy will establish where the child lives for the majority of the time. Where parents cannot agree to a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.</p>

7	<p>Pupils enrolled at a named feeder school that is not part of the Mowbray Education Trust, at the point of application.</p> <p>Named feeder primary schools that are not part of the Mowbray Education Trust, as at 1st September 2025 are:</p> <p>Asfordby Captains Close St Mary's (Melton Mowbray) Asfordby Hill Scalford Swallowdale Frisby St Francis Old Dalby Wymondham</p>
8	<p>Pupils living nearest to the school measured in a straight-line distance (home to school front gate).</p> <p>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.</p>

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 – Secondary transfer Year 7

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 31st of December of 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. Each time a child is added to the waiting list the waiting list will be re-ranked.

Applications for places outside chronological age group

For children in established non chronological cohorts parents must inform LCC admissions department via email that their intention is to apply for a place within their chosen school a year later than the child's chronological age. Discussions between the Primary and Secondary transition leads should confirm the need for deferral of admission and agreed by the Secondary school subject to the usual admission criteria. An application for a secondary school place should be made by parents/carers in the admission window of the established cohort the pupil is a part of.

The Trust reserves the right to consider each case on an individual basis.

UK service personnel or Crown Servants

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

Applications during the School Year

John Ferneley College has engaged the services of LCC to co-ordinate mid-term applications. This is because LCC'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, LCC will offer the place on behalf of the Trust. If there are more applications than places, LCC will rank the applications based on the John Ferneley College oversubscription criteria, on behalf of the Trust, and will inform parents of outcomes accordingly. The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify them in writing within 15 school days, on behalf of the Trust. It may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources. No waiting lists are held for years 8-11.

Second Applications

Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council, on behalf of the Trust, may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school (i.e. significant extensions / new build, an increase in their PAN, increase in the number of teaching staff.)

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

Appeals

If your child has been refused a place at 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 LCC's 'Notice of Appeal' available through - <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place>. LCC will arrange the appeal on behalf of the Trust 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 Trust reserve the right to withdraw the place.

Fair Access Protocol

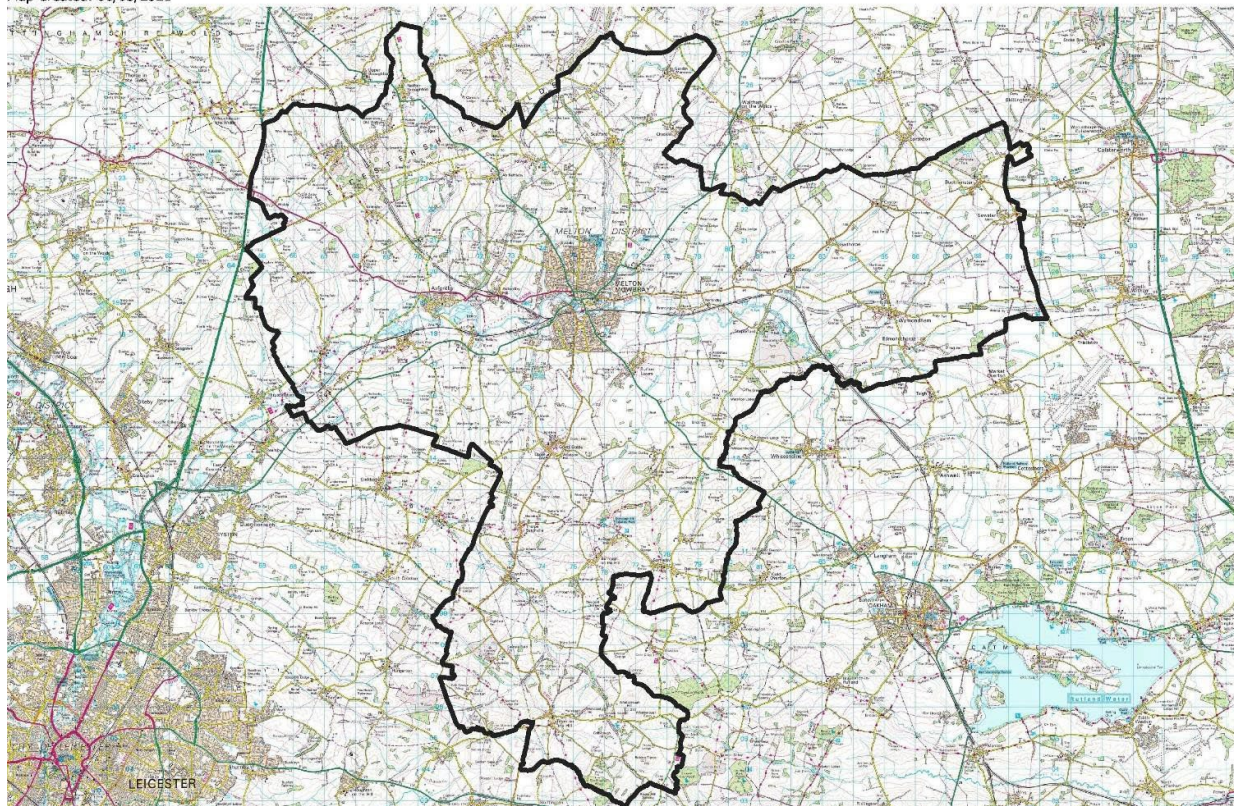
John Ferneley College will participate fully with LCC's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible.

This includes admitting children above the published admission number of a school that is already full.

Catchment Area

School Catchment Map: John Ferneley College

Map Created: 06/05/2021



Log of Changes to Policy				
Version	Page	Change	Approver	Date
1.1		Addition of admission out of chronological age requirements, addition of PLAC definition, removal of requirement of address for service personnel, clarification on admission for children with 50:50 residency, inclusion of catchment area map.	NT	Mar 22
1.2	Whole policy	Dates and role changes updated	Trust board	Feb 23
1.3	Whole policy	Amend Local Authority (LA) to Leicestershire County Council (LCC) Dates and role changes updated New logo	Trust board	Feb 24
1.4	Whole policy,	Amend dates Remove Buckminster from non-trust feeder school to Trust feed school list. Update wording for clarity and parental ease of use.	Trust board	Feb 25