



## Felixstowe School Admissions Arrangements 2027-28

Unity Schools Partnership is the Admissions Authority for the School.

These arrangements are established in accordance with Annex 1 of the School's Supplemental Funding Agreement.

### 1. Admission Number

Felixstowe School has an agreed Published Admission Number (PAN) of 280 for entry into Year 7. The School will accordingly admit at least 280 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 280 or fewer apply.

### 2. Children with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan ("EHC") is required to be admitted. This gives such children overall priority for admission to the named School. This is not an oversubscription criterion.

### 3. Looked After Children

Any child that is Looked After or previously Looked After is required to be admitted to the School. This gives such children overall priority for admission to the named school. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

### 4. Over-subscription Criteria

If the number of applications for a school is greater than its Published Admission Number (PAN), we use our admissions oversubscription criteria to decide who gets a place.

**Children who have an Education, Health and Care plan which names the school must by law be offered a place at that school.**

The following admissions oversubscription criteria show the order of priority for places.

For applications to the normal year of entry at a school, these criteria will be applied according to the evidence provided to show the circumstances existing before midnight at the end of the closing date.

For in-year applications, these criteria will be applied according to the evidence provided to show the circumstances existing at the time of application.

1. Children in care (looked after children) and children who were previously in care (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, immediately following having been in care, including those 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).

2. Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision, or in the sixth form. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

3. Children of staff who are employed on a permanent contract by Unity Schools Partnership for two or more years at the school at the time of application and are expected still to be employed at the time of transfer to the school

4. Exceptional medical and social grounds.

5. Where the child attends one of the partner primary schools.

6. Children who live nearest to the school.

We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example

apartments) we will measure to a single point within that building irrespective of where those homes are located.

## **5. In Year Admissions**

The School will co-ordinate their own in-year admissions and an application made outside the normal admissions round (in-year admissions) should be made directly to the School. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, we will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of school places within their authority.

Please note that we do not accept in-year admissions to year 11. Students who apply in year 11 may be offered a place in year 10.

## **6. Fair Access Protocols**

The School works in accordance with the in-year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the School, they will take precedence over any child on the waiting list.

## **7. Post 16**

### **7.1 Admission Number**

Felixstowe School has an agreed Published Admission Number (PAN) of 200 for entry into Years 12 and 13. The School will accordingly admit at least 200 pupils in the relevant age group each year if sufficient applications are received. All applications meeting the entry requirements will be admitted if 200 students or fewer apply.

### **7.2 Oversubscription Criteria for post -16**

Please see the Post 16 prospectus, a copy of which is available via the School website.

### **7.3 Admissions to a community school sixth form**

Year 11 students who are staying at the school are able to continue into Year 12, subject to meeting minimum entry requirements. The Published Admission Number (PAN) for a community school sixth form is the number of places available for external students to enter that sixth form. If the demand for those places exceeds the PAN, the oversubscription criteria listed above will be applied.

Each sixth form course will have minimum entry requirements depending upon the course being applied for. For example, to enter an A Level course the school may make a decision based on an applicant's achievements at GCSE. Please see our sixth form prospectus for further details and how to apply.

## **8. Definitions relating to admissions criteria**

### **Parent**

For the purposes of education law, Section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has the care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

### **Children in care (looked after children)**

A 'child in care' or 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).

### **Children previously in care (previously looked after children)**

Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (Section 46 adoption orders). 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.

### **Children adopted from state care outside of England**

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 and ceased to be in state care as a result of being adopted.

### **Sibling/ Brothers and Sisters**

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

### **Exceptional Medical and Social Grounds**

Children who the School accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the **only** school that can meet the defined needs of the child. This includes children in need, as determined by Section 17(10) of the Children Act 1989.

### **Sibling tie-breaker**

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school not involved with admissions.

### **Distance tie-breaker**

It is possible that the PAN (280 per year group) of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

### **Twins, triplets and other multiple births**

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the school will offer places to the remaining sibling/s at the same school. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, the school will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school.

## **9. Waiting lists**

If you apply for a school place in the normal year of entry (year 7) and one or more of your preferences are refused, your child's name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late applications). If you change your address while your child is on a waiting list, you must let us know. Please be aware that this may change your child's position on the waiting list. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at. Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting lists will close on 31 December 2027.

## **10. Making another application for a place at the same school**

A parent or carer can apply for a place for their child at any time to any school outside of the normal admissions round. If your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year, unless there has been a significant change in the circumstances of the parent/carers, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, you can make another application for the following school year. This will not normally be considered more than one term ahead of the date when you want your child to start at the school.

## **11. Ordinarily resident**

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent or carer must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents/carers will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

## 12. Applications for a place outside the normal age group

It is expected that children will normally be educated within their normal age group (chronological year group). When requested to do so by the parent or carer, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

Any decision made by an admission authority about a change to the normal age group will not be binding on any other admission authorities considering applications for the same year group or schools in later years. The admission authorities of the preferred schools named in such an application would have to consider the evidence provided and reach their own conclusion, in the light of the legislation and guidance available at that time.

For community and voluntary controlled schools, a request can be made in writing for a delayed or accelerated transfer to the Admissions Team. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- the child's nursery, childminder or current school.

The decision will also take into account the views of the headteacher of the school(s) concerned.

Parents and carers are not expected to get evidence that they do not already have.

The application must be made on a ADM1 form directly to the school.

The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused the parent or carer will be given details of how to complain.

### **13. Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Information on how to make an appeal will be provided in the letter refusing your child a school place.

Unity Schools Partnership as the Admission Authority delegates the responsibility for appeals back to the School/Local Authority. Parents who wish to appeal the decision of the admissions authority to refuse their child a place at your School may apply in writing to the School where appeals will be heard by an independent panel.

The School can be contacted at the following address:

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