



Felixstowe School Admissions Arrangements for School Year 2025-26

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.

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.

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 over-subscription criterion.

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.

Over-subscription Criteria

If the School is oversubscribed, after the admission of pupils with an Education, Health and Care Plan ("EHC") where the school is named in the Plan. Priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Admission of students whose siblings currently attend the School at the closing date for applications, with a reasonable expectation that the older child will still be at the School at the time the younger child is admitted. (Note: A sibling is defined as a child living in the same family unit in the same family household and address as a child who attends the School in any year group excluding the final year. The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to the Sixth Form. This includes brothers, sisters, stepbrothers and stepsisters. In addition, biological siblings who attend the School will be treated as siblings irrespective of place of residence.
2. Exceptional medical and social grounds.
3. Where the child attends one of the partner primary schools.

4. Admission of students on the basis of proximity to the School using straight line measurement from the main entrance of the School to the main entrance to the child's home. This principle will also be used as a tie-breaker when the planned admissions number is reached within one of the earlier criteria. (In the event that a tie-break situation occurs for the distance criterion, names will be drawn out of a hat).

Operation of waiting lists

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the School will operate a waiting list. Where in any year the School receives more applications for places than there are places available, a waiting list will operate until 31st December. This will be maintained by the School 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. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

Late applications

Late and second applications will normally be processed after the allocation process has been completed for all applications received by the closing date.

Exceptionally, the LA may determine that an application will be processed as if received on time when there is a very good reason for it being received late. This is provided that the application, reasons and evidence are received no later than the date indicated in Annex Two for primary schools and Annex Three for secondary schools. This only applies in circumstances outside the parents' or carers' control which made it impossible for the application to have been made on time.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Trust (Unity Schools Partnership) as the admissions authority, who will take into account the circumstances of the case and views of the Principal. Parents do not have the right to insist that their child is admitted to a particular year group.

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, the school 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 schools places within their authority.

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.

Tie breaker

It is possible that the PAN 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 or more applicants competing for a single place at the School live the same distance from the School, the place will be offered to one applicant on the basis of lots drawn by a person who is independent of the School.

Appeals

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:

Mrs E Wilson-Downes, Headteacher
Felixstowe School
High Street
Felixstowe
IP11 9QR

Tel: 01394 288228

Fax: 01394 278368

Post 16

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 will be admitted if 200 or fewer apply.

Oversubscription Criteria

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

Definitions

A **sibling** is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the School in any year group excluding the final year. Biological siblings

who attend the School in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Brothers and Sisters

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

Looked after child

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

- (1) 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.
- (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
- (4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Adoption Order

An adoption order is an order under Section 46 of the Adoption and Children Act 2002.

Residence Order

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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).

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 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 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.

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.