

**Field Court Junior Academy**  
**Determine Admissions Policy for 26/27**  
**Head Teacher: Mrs Kelly Armstrong**  
**Subject Leader:**  
**Written by: Mrs Kelly Armstrong**  
**Approved Date: March 2025**  
**Next Review Due: March 2026**



Approved: (the below signatures are proof of policy approval)

Signed \_\_\_\_\_ Subject Leader Date-----

Signed Head Teacher Date March 2025

Signed \_\_\_\_\_ Trustees Date-----

### 1.1 School Intent

At Field Court Junior Academy, all our children are “S.T.A.R.S. in the making” and this is at the heart of our school and drives everything we do. We are driven by the philosophy that Upon leaving this school, children will have everything they need in preparation for the ‘weather’ of the wider world! This is embodied through our phrase: children will know, do and be

They will KNOW the information and facts they need

They will be able to DO the skills they need

They will BE sure of who they are and secure and confident in their own personality

to be ready for the next stage of their life and educational journey.

### **How does this policy help us to deliver our intent and meet the aims of our School Improvement Plan?**

This policy helps to ensure that admissions to the academy are fair and equitable for all. This ensures that any child can be- STARS in the making and achieve the intent of FCJA if they join.

This policy is a working document for the use of all staff and is subject to staff and trustee approval.

The standard intake number of pupils for September 2026 has been set at 90. Field Court Junior Academy has the capacity to accept 90 children for each year group in the academy. There are four year groups at the junior stage.

## **Oversubscription Admissions Criteria**

In event of the numbers rising sufficiently and resulting in year groups becoming over-subscribed, the following procedures will be followed:

### **Looked After Children/Previously Looked After Children Definition**

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 (residency order) (3) or special guardianship order (4) 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 (5).

- (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 academy. In Gloucestershire, such children are referred to as Children in Care.*
- (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's Act 2002 (see section 46 adoption orders).*
- (3) *Under the provisions of s.12 of the Children and Families Act 2014.*
- (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).*
- (5) *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 already have an older sibling in attendance at the Field Court Junior Academy. Definition: For the purpose of this admissions policy the term 'sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address, at the time of application.
- Children who are moving on from the companion academy, Field Court Infant Academy.
- Children with authenticated medical reasons for attending Field Court Junior Academy. Where it is only Field Court Junior which is able to deal with the specific medical need, supported by a doctor's certificate.
- Proximity of the child's home to the academy with those living nearer being accorded the higher priority. Measured from the OS point of the home address of the child as at 15th January in the year the child starts academy, to the OS point of the academy. For admission purposes this should be measured in straight line from the ordnance survey point of the child's home address to the ordnance survey point of the academy. In the event of a distance tie break a person of legal authority will conduct a draw situation where one of the tie breaker children is selected at random anomalously to be admitted.

## **Admissions Procedure**

Please note that in order to secure a position at the transfer from Infant to Junior academy, the parent must complete the Common Application Form and return it to the Admissions Team before the application can be accepted.

In-year applications are all those made outside the normal admissions round for children of compulsory academy age i.e. those applications made during the academic year for any academy place in Reception through to Year 6. The Local Authority will no longer be responsible for offering places to children on behalf of all academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within academies within Gloucestershire. To apply for a place at Field Court Junior Academy, parents should therefore contact the academy in the first instance.

Places cannot however be held indefinitely in order to ensure equality of opportunity. Applicants should respond to offered places within two weeks.

There will be no discrimination on grounds of disability.

## **Appeals:**

In the event of oversubscription parents of pupils not offered a place will be advised of the appeals procedure by the academy.

## **Waiting Lists:**

Where any academy is oversubscribed during the normal admission round for entry to the academy (i.e. where all children requesting a place at a particular academy have not been allocated one), a waiting list will be held until the end of the December term. The waiting list will be prioritised according to the academy's oversubscription criteria, regardless of the date the application was made, and should any places become available at the academy they will be offered to the child at the top of the waiting list. Where an in-year application for an academy place is unsuccessful, the child's name will be kept on a waiting list for one term only (based on a six term year) and will remain on the list up to the day before the start of the next term only. Parents who wish their child to be considered for a place in any subsequent terms should contact the Academy at the beginning of each new term to request that their child remains on the waiting list.

## **Children with Special Educational Needs**

Children who have an EHCP are placed in academies through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Boards of Trustees are required by Section 324 of the Education Act 1996 to admit a child with an EHCP Plan that names that particular academy. Parents of children with an EHCP Plan should contact their child's casework officer for any further information. Children who have an EHCP Plan naming an academy will be allocated a place even if that academy is full.