



**ASPIRATIONS**



**FUTURES  
INSTITUTE**

BANBURY

# Admissions Policy

## For Admissions in September 2025

Version control	
01/11/2023	Dates amended to reflect 2025-26
December 2020	Consultation on policy regarding reducing PAN from 75 to 60

<b>Date of next review:</b>	Sept 2024	<b>Owner:</b>	Principal
<b>Type of policy:</b>	Academy	<b>Approving Body:</b>	Regional Board

## **Section 1: Introductory Statement**

Futures Institute Banbury is a Studio School for 14-19 year old students, with a challenging, engaging and innovative approach to curriculum delivery. Futures Institute Banbury utilises a wide range of learning strategies, actively involves employers and universities in the curriculum, provides opportunities for students to experience the real world of science and technology, and exhibits a culture of aspiration. On leaving Futures Institute students will have a variety of pathways available to them including directly entering employment in local Space related industries, going on to college or university, or starting their own businesses. Our Admissions Policy reflects these aspirations.

Futures Institute Banbury will provide school places for young people aged between 14 to 18 years old and the Admissions Arrangements for the Year groups, 10 and 12, intake September 2025, are set out below. Futures Institute Banbury is committed to a straightforward, open, fair and transparent Admissions arrangement. The school will act fully in accordance with the School Admissions Code (2021).

## **Section 2: Application Process**

### **Admission to Year 10**

Futures Institute Banbury will not be a part of the local authority's coordinated arrangements. Parents should apply directly to the school using the application form on the website

### **Section 3: Published Admission Number**

Futures Institute Banbury has an agreed Published Admission Number (PAN) of 60 per year for admission into Year 10 and will admit up to this number each year.

For each year, all applicants will be admitted if fewer applications than the PAN are received.

## **Section 4: Special Educational Needs**

Children with an EHCP where Futures Institute Banbury is named will be admitted to Futures Institute Banbury.

## **Section 5: Banding**

### **Banding for entry into Year 10:**

a) All children applying to Futures Institute Banbury will take a fair banding assessment to ensure a fair spread of ability across the School. The assessment will be a numeracy test which will be administered at Futures Institute Banbury, during the second week of December in the year of application (if numbers of applications warrant this).

b) Children will be placed into one of three ability bands based on the score achieved in the test.

c) Children will be placed in bands, so that, wherever possible, there are 25 pupils in each band.

Looked-after Children and previously Looked-after Children will be given priority within each band. Pupils will be allocated a place via random allocation until each band is filled. The number of places available in each of the three ability bands (low, middle, high) is 25. The ability bands will be determined by NGRT who administer the test. The following criteria will be applied to determine those

children that will be offered places within each band. All remaining places in each band will be allocated based randomly through the use of an electronic random sorter. If, at the end of this process there are unallocated places in any band these will be filled equally by unallocated applicants from the other bands, using the same allocation criteria set out above. (In the event of an odd number of unallocated places the additional place will be given to the next nearest band, or in the case of the middle band, to the lower band). This random allocation will be done using an electronic random sorter managed by a person drawing the names will be an independent Academy administrator who has no involvement in the school admission process.

d) Children who have not taken the banding test will be considered only after children who have already taken the test. Looked-after, and previously Looked-after Children will be admitted, regardless of whether they have taken the test.

All applicants will be offered fair access to the test and will be reminded of the date, times and location available to sit the test.

### **Banding for entry into Year 12:**

a) All pupils applying for a place at Futures Institute Banbury will be placed into one of three ability bands based on their Year 11 GCSE (or equivalent) performance.

b) Children will be placed in bands, so that, wherever possible, there are 25 pupils in each band. Looked-after Children and previously Looked-after Children will be given priority within each band. Pupils will be allocated a place via random allocation until each band is filled. The number of places available in each of the three ability bands (low, middle, high) is 25. The ability bands will be determined by their Year 11 examination results.

Band 1: At least a grade 9 GCSE or equivalent in English, Maths and Science.

Band 2: At least a grade 7 GCSE or equivalent in English, Maths and Science.

Band 3: At least a grade 5 GCSE or equivalent in English, Maths and Science.

The following criteria will be applied to determine those children that will be offered places within each band. All remaining places in each band will be allocated based randomly through the use of an electronic random sorter. If, at the end of this process there are unallocated places in any band these will be filled equally by unallocated applicants from the other bands, using the same allocation criteria set out above. (In the event of an odd number of unallocated places the additional place will be given to the next nearest band, or in the case of the band 2, to the band 1). This random allocation will be done using an electronic random sorter managed by a person drawing the names will be an independent Academy administrator who has no involvement in the school admission process.

### **Section 6: Oversubscription Criteria**

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with an Education, Health and Care Plan (EHCP) which names Futures Institute Banbury. Applications will be considered against the ability band in which the applicant is placed by the numeracy test score. The number of places available in each of the three ability bands (low, middle, high) is 25. The ability bands will be determined by NGRT who administer the test (*See Section 5: Banding*). The following criteria will be applied to determine those children that will be offered places within each band. The criteria are listed in priority order:

1. Looked-after children or children who were previously Looked-after<sup>1</sup>. Such students will be given top priority in each band before the oversubscription criteria is applied.
2. Siblings of children who will still be attending the school in the academic year of admission<sup>2</sup>

3. Children of newly appointed staff, filling a post with a “demonstrable skills shortage” (School Admissions Code)<sup>3</sup>

<sup>1</sup> Looked-after children and previously Looked-after children are those who have been adopted, or have become subject to a residence order or special guardianship order. A Looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

<sup>2</sup> Children are siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school.

<sup>3</sup> The Admissions Authority may offer a place to a child or children to a new appointee despite this being in excess of the published admission number.

## Section 7: Applications for Post-16 provision (Banbury Aspirations sixth form)

There are a variety of post-16 courses on offer each with different entry requirements. Full details of these will be published annually in the post-16 prospectus and applicants should contact the school for information. All Year 11 pupils attending Futures Institute Banbury, will be eligible for a place in Year 12.

To be eligible for entry into Year 12 in 2025 pupils will be placed in a band dependent on their Year 11 examination performance (see Section 5).

Futures Institute Banbury will admit any pupils with an EHCP which names Futures Institute Banbury and who meet the minimum entry requirements.

In addition to the post-16 minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school’s website in the post-16 prospectus.

When there are more external applicants that satisfy any academic entry requirements than the Published Admission Number, priority will be given in the following order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order, 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. *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). An adoption order is an order 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). A 'child arrangements 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 as amended by Section 14 of the Children and Families Act 2014. 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. Siblings of children who will still be attending the school in the academic year of admission
3. Children of newly appointed staff, filling a post with a “demonstrable skills shortage” (School Admissions Code )

All students interested in a place at Banbury Campus Sixth Form for September 2025 should complete an application form available directly from the Wykham Park Academy website.

The application form should be returned to the school by 31st January 2025, although late applications will also be accepted until the end of August 2025. Offers for places will be made on March 1st 2025 based on forecast grades. In the event of a student not achieving the final exam requirements of a band they will be allocated a place in another band if a place is available.

### **Section 8: Tie Break**

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break. This random allocation will be done using an electronic random sorter managed by a person drawing the names will be an independent Academy administrator who has no involvement in the school admission process.

### **Section 9: Offer of Places**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Section 10: Waiting Lists**

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept until 31st December of the first term and will operate in accordance with the oversubscription criteria defined above. Parents will be notified that their child has been placed on a waiting list but they cannot be given any indication of the likelihood of being offered a place. As soon as a place becomes vacant, the Admission Authority will fill the vacancy from the waiting list (as required by the Coordinated Admissions Scheme)

### **Section 11: Appeals**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the School. The Appeal Panel will be independent of the School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. When Parents appeal against the School's decision to refuse admission, the School will set out the decision to refuse admission, that there is a right of appeal and the process for hearing such appeals. **Appeal Packs must be returned to the School by 31<sup>st</sup> March each year.** Appeals should be made, in writing, to **schoolappeals@oxfordshire.gov.uk** within 20 school days from the date of notification that the application was unsuccessful.

### **Section 12: Arrangements for In Year Admissions**

All applications made during the academic year (in year admissions) including applications in and outside of the normal year of entry for Years 10, 11, 12 and 13, must be made to the School (who will supply an application form). If a place is available (places will be available if the number of students in the Year Group is below the Published Admissions Number of 60) the child will be admitted. If more applications are received than there are places available, the place will be allocated to the applicant who is in the same ability band as the student who has left - applying the criteria set out in Section 5. This will require the applicant to sit the numeracy test.

Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel. A waiting list will not be held by the School for In Year Admissions in Year 10, 11, 12 or 13 after 31st December of the first year. All In Year applications will need to be made to the School and will be allocated under the admissions criteria, according to their ability band, when a place becomes available. Any places allocated under in-year admissions will be notified to the LA to allow it to update its records.

In the case of applications for such places in Years 10 and 11 the School may refuse admission to challenging students in cases where there are fewer students in a particular year group than the published admissions number. Such refusals will only occur where the student concerned has been previously excluded from two or more schools.

Although most children will be admitted to the School within their own age group, the School will make decisions on the year group of entry on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

### **Section 13: Fair Access Admissions**

Futures Institute Banbury will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Secondary Schools will also be given consideration as part of the adherence to the National Admissions Code.