



ADMISSIONS POLICY 2018 – YEAR 7

(Statutory Policy)

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For public viewing

Link to other policies

Sixth form Admissions Policy

Supplementary Information Form 2018

ST WILFRID'S CHURCH OF ENGLAND ACADEMY

ADMISSIONS POLICY 2018 – YEAR 7

St Wilfrid's Church of England Academy is managed by the Academy Trust to serve parents who wish their children to receive a secondary education in a setting where principles and daily life are based on Christianity in the Anglican tradition. The Academy does not have a catchment area, but mainly serves the Borough of Blackburn with Darwen and parts of Pennine Lancashire.

The Governors are responsible for admissions to the Academy. The number of places available for admission to Year 7 September 2018 will be a **maximum of 246**. A supplementary form **must** be completed for all applications considered on faith criteria. This is available from the Academy, and should be returned to the Academy by 31st October 2017. Under the statutory code of Practice the Governing Body operates a system of equal preferences and allocates places according to its policy. In the event that there are more applicants than places, after admitting all children with a final Statement of Special Educational Need or an Education Health and Care Plan naming St Wilfrid's Church of England Academy, the Governing Body will allocate places using the criteria below, which are listed in order of priority:

1. **(a) Children in public care and previously looked after children.**
This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions.

- (b) Children with special medical or social circumstances affecting the child** where these needs can only be met at this school. **Professional supporting evidence** from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, **and such evidence must set out the particular reasons why the school in question is the most suitable school and the impact if the child had to attend another school.**

Within the criteria below, first priority within each criteria will be given to brothers and sisters of pupils who are on the Academy roll, including the sixth form, both at the closing date for applications (31st October 2017) and the date of admission (1st September 2018). *Brothers and sisters'* means full, step, half, foster and adopted brothers and sisters and the child/ren of the parent/carer's partner living with the same family at the same address and full brothers and sisters living apart. Category 13 (distance) will be used as a "tie break" in categories 2 - 12 if the admission number of 246 is reached during consideration of applications in any of these categories.

In categories 2 to 8, the child's parent(s) or legal guardian(s) (see note c) **must show evidence** of being active member(s) of the **Church of England**, or any church in membership (see note d) of **Churches Together in England**, the **Free Churches Group** or the **Evangelical Alliance by a worship attendance of: -**

2. not less than **weekly** over a period of two years leading up to 1 September in the year of application.
3. not less than **fortnightly** over a period of two years leading up to 1 in the year of application.
4. not less than **monthly** over a period of two years leading up to 1 September in the year of application.
5. not less than **weekly** over a period of one year leading up to 1 September in the year of application.
6. not less than **fortnightly** over a period of one year leading up to 1 September in the year of application.
7. not less than **monthly** over a period of one year leading up to 1 September in the year of application.

Followed by:-

8. Children with a parent(s) (see note c) who is an occasional worshipper at the Church of England or a church in membership of (see note d) **Churches Together in England**, the **Free Churches Group** or the **Evangelical Alliance**. Occasional worshipping is defined as a minimum of six times for a period of at least one year leading up to 1st September in the year of application.

In category 9, the child **must show evidence** of being an active member of the **Church of England**, or any church in membership (see note d) of **Churches Together in England**, the **Free Churches Group** or the **Evangelical Alliance by a worship attendance of: -**

9. Children who are occasional worshippers at the Church of England or a church in membership of (see note d) **Churches Together in England**, the **Free Churches Group** or the **Evangelical Alliance**. Occasional worshipping is defined as a minimum of six times for a period of at least one year leading up to 1st September in the year of application.
10. Children with a parent employed by the Academy on a permanent contract, either on a full or part-time basis for at least two years prior to 1st September in the year of application.

11. Children who have attended The Redeemer Church of England Primary School, Blackburn, Mellor St Mary's Church of England Primary School, St Aidan's Church of England Primary School, St Francis Church of England Primary School, St Gabriel's Church of England Primary School, St Paul's Church of England Primary School Huddlesden, St Oswald's Church of England Primary School, Knuzden and Belthorn Academy, for the whole of year 5 in the school year before the closing date for applications.

In category 12, the child's parent(s) or legal guardian(s) (see note c) **must show evidence** of being an active member of the major world faiths who are in membership of the UK Interfaith Network (www.interfaith.org.uk): -

12. Children with a parent(s) or legal guardian(s) (see note c) **who shows evidence** of being active members of the **major world faiths** who are in membership of the UK Interfaith Network (www.interfaith.org.uk); in addition to Christians, it includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs, Zoroastrians. The parent must meet the normal religious obligations of the faith. The governors will request confirmation of this from the relevant member of the clergy or worship leader.
13. Other children on the basis of **distance** from the front door of their home to the Academy, measured by a straight line from the Duckworth Street pedestrian gate, giving highest priority to those living nearest the academy. (The distance is calculated by the local authority's computerised system.)

Tie break

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s). The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

Notes

- a. *"Looked after children" refers to children who are in the care of a local authority or being provided with accommodation by a local authority in their exercise of their social services functions at the time of making an application to the school.*

- b. brothers and sisters means full, step, half, foster and adopted brothers and sisters and the child/ren of the parent/carer's partner living with the same family at the same address and full brothers and sisters living apart.*
- c. A parent is any person who has parental responsibility for, or care of the child. Where admissions arrangements refer to parental worship attendance, it is sufficient for just one parent to attend.*
- d.. The list of Churches Together in England and members of the Free Churches Group can be found on the website www.cte.org.uk and is taken as that on 1st September in the year of application. Members of the Evangelical Alliance can be found on the website www.eauk.org. Membership of the UK Interfaith Network can be located at www.interfaith.org.uk*

Admissions Process

Applications for admission to St Wilfrid's Church of England Academy for September 2018 must be made on the common application form enclosed with the Local Authority's brochure, or on-line on the Local Authority website, between 1st September 2017 and 31st October 2017.

Parents must complete the Local Authority application form. Parents who wish their application to St Wilfrid's to be considered against the faith criteria should also complete the supplementary form and have their religious/faith leader complete Part 2 of the supplementary form. It is the parent's responsibility to ensure that the form is returned before the closing date of 31st October 2017. Failure to complete the supplementary form will result in your application for a place in this Academy being considered against lower priority criteria as the Governing Body will have no information upon which to assess any claim of worship attendance/faith membership. (N.B. Please note that the Governing Body does not prioritise applications on the basis of practical or financial support to the Academy or any associated organisation including any religious authority).

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 1st March 2018. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Appeals

Where the governors are unable to offer a place because the Academy is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should submit appeal forms to the clerk to the governors at the Academy by 31st March 2018.**

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 10 school days' notice of the place and time of the hearing.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Late applications for admission

Where there are extenuating circumstances for an application being received after the national closing date for applications (e.g. moving into the area after the closing date) and the application form is received before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the national closing date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the Academy will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Please note that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair access protocol must take precedence over those on the waiting list.

This waiting list will operate until 31st December in the year of admission.

Address of pupil

The address used on the Academy's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents must notify the Academy. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider or Child Benefit. For children of UK Service personnel

and other Crown Servants returning to the area proof of the posting is all that is required.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, giving a false address in order to gain an advantage, or a false claim of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body may withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health

Children who are already of secondary school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower year group).

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date if at all possible. If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and

make a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Non-routine or in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend Saint Wilfrid's Church of England Academy should complete an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the School Admissions Team will provide information about how to appeal against the decision. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.