

ARCHBISHOP TEMPLE SCHOOL ADMISSION ARRANGEMENTS

Making an application

Applications for admission to the school for September 2010 should be made on the common application form enclosed with the Local Authority's brochure **and also** on the school's own supplementary form between 1st September 2009 and Friday, 16th October 2009. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority application form. Parents who wish their application to this Church school to be considered against the faith criteria **should also** complete the supplementary form. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

Applications may also be made on-line by using the common application form but the Supplementary Form must be completed on paper and sent to the School by Friday 16th October 2009.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by Monday, 1st March 2010. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to Year 7 in the year 2010 will be a maximum of **150**.

The governing body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds their admission number. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

- (A) (i) Children in public care
- (ii) **Children with special medical or social circumstances affecting the child where these needs can only be met at this school.**

Professional supporting evidence from, for example, a doctor, psychologist, or 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

Thereafter, subject to note (a) below, preference will be given to the admission of

- (B) a maximum of 135 children in the following priority order:
 1. Children who have, or who have a parent who has, attended public worship in a Christian church at least 45 times in each year for two years immediately preceding the 1st October prior to the date of admission.
 2. Children who have, or who have a parent who has, attended public worship in a Christian church at least 25 times in each year for two years immediately preceding the 1st October prior to the date of admission.

3. Children who have, or who have a parent who has, attended public worship in a Christian church at least twelve times in each year for two years immediately preceding the 1st October prior to the date of admission.

“Christian Church” means a church which on 1st September in the year prior to the year of admission is, or which belongs to a denomination which is, in membership of either Churches Together in Britain and Ireland or the Evangelical Alliance. The governors will request confirmation of this from the relevant member of the clergy or church officer.

- (C) a maximum of 15 children who have, or who have a parent who has, attended public worship at a non-Christian faith in membership of the UK Interfaith Network and are in good standing with their faith community.

The major world faiths are those in membership of the UK Interfaith Network; in addition to Christians, it includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs, Zoroastrians.

The governors will request confirmation of this from the relevant member of the clergy or worship leader.

- (D) In the event of there being under-subscription of applicants falling within categories (A), (B) or (C) above, remaining places shall be allocated to other children whose parents wish then to attend the school.

NOTE: Where there are more applicants than 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).

Admissions information:

In 2009, there were 651 applications for 150 places. The Admissions Committee applied the criteria and offered places to:

4 children under criterion (a).

127 children under criterion (b1, b2, b3). All children who applied for a place due to church attendance were offered a place.

15 children under criterion (c). There were 74 children who applied for a place due to attendance at public worship at a non-Christian faith in membership of the UK Interfaith Network. The tie-break of distance was applied and the line was drawn at 0.53 miles. Children living further away from the school were placed on a waiting list for criterion (c) places.

6 children under criterion (d). There were 409 children who applied for a place on distance to the school. The tie-break of distance was applied and the line was drawn at 0.49 miles. Children living further away from the school were placed on a waiting list for criterion (d) places.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is 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 last 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 school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that 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.

This waiting list will operate for the full autumn term.

Address of pupil

The address used on the school'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 should notify the school. 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. If there is any doubt about this, then the address of the Child Benefit recipient will be used. 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. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with 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 admissions committee will consider the application and information about how to appeal against the refusal will be provided. 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.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals

Where the governors are unable to offer a place because the school 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 notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** 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 14 days' notice of the place and time of the hearing.

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 a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Notes

- (a) In the event of places being allocated under category (A) above, the numbers of places to be allocated under categories (B) and (C) above will be reduced equally according to the number allocated under Category (A). In the event of an odd number of places being allocated under category (A), the greater reduction will be in category B.
- (b) For the avoidance of doubt, matters which the Governors do **not** take into account in the allocation of places include the following:
 - 1. Attendance at a church school
 - 2. Attendance at church as part of normal school activity
 - 3. Whether a child is confirmed or being prepared for confirmation
 - 4. Whether a child is baptised
 - 5. Academic abilities
 - 6. The presence of a sibling in the school.
- (c) "Parent" means the person or persons, including guardian(s) and step-parent(s) having the day-to-day responsibility for the care of the child for whom application is made.
- (d) Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Revised May 2009

**Archbishop Temple School
Supplementary form
Admission to secondary school, 2010**

Name of child:

Surname **Given names**

Date of birth Boy Girl

Name of parent/guardian

Address

.....

.....

Post code

Telephone **Mobile**

Are you applying for a place because of: (You may tick more than one box)

Living in local area Special social/medical needs

Child's or Parent's faith commitment

If you are applying on faith grounds, complete the following sections:

Place of worship The child or one of parents / guardians regularly attends:

Name of place of worship

Address

.....

Name of vicar / priest / minister / faith leader / church officer:

.....

Address

.....

.....

Post code Telephone

Your faith leader will be contacted in order to provide information.