

Policy on In-Year Admissions Sept 2017 to Aug 2018

The Academy Trust of Bishop Stopford School is the Admissions Authority in this Academy and is therefore responsible for all the admissions to the school.

The Core Values of the school which relate specifically to this policy state that we are working together to form relationships based on:

- Faith
- Justice
- Truth
- Responsibility
- Compassion

Such values contribute to the school's common purpose of 'Striving for high quality education with a strong Christian ethos.'

The governors will allocate places to children who have a statement of special educational needs which names the school as the appropriate provision.

In addition, governors will allocate places to children:

- Without any reference to ability, aptitude or ethnic background;
- According to the Admissions Policy;
- Up to the stated admission number 216 (Year 7 & 8)), 212 (Years 9, 10 & 11))

If there are more applications than places available, the following oversubscription criteria will be used to allocate places:

1. Looked after or previously looked after children

A looked after child or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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).

2. Social and Medical needs (Up to 4 places)

Children whom the governors accept have exceptional medical or social needs. Applications will only be considered under this category if they are supported by a written statement from a **medical consultant, senior social worker or educational psychologist**. In each case, there must be a clear connection between the child's need and Bishop Stopford, and an explanation of the difficulties that would be caused if the child were to attend another school.

If more than four students qualify under these criteria, then the tiebreaker will be used.

3. Religious Criteria

Parent(s) will be required to complete form A1 by ticking the box that most closely relates to the family situation. The faith leader will also be asked to complete a similar form A2 (sent out by the school) to corroborate information. If there is a discrepancy between the two forms, the Governors will accept the faith leader priority score. Governors must receive both forms (the parent form and the faith leader form) in order to assess the application. In the event of a tie, the tiebreaker will be used.

4. Other

Attendance at a Public Act of Worship

Frequently: you (they) have participated fortnightly - or more regularly – for a period of at least three consecutive years up to the date of application.

Occasionally: you (they) have participated monthly or more often (but not frequently as defined above) for a period of at least two consecutive years up to the date of application.

Attached to: you (they) participate in the life of your (their) faith community.

Commitment

At the heart of: are substantially involved in the life of your faith community.

Places in section 3 will be allocated on the basis of priorities 1-5 listed in the policy. If all available places have been allocated and applicants of equal priority remain unplaced, then the tie-breaker will be used for all applicants (e.g. if priorities 1-4 are filled, but only 3 available spaces remain in priority 5 with 8 applicants, all 8 will be subject to the tie-breaker.)

Tie-breaker

Those with siblings who will be on the roll (including Sixth Form) at the school at the time of admission will be given first priority.

Should there still be a tie; places will be awarded to those students who live nearest to the school. We will use the Northamptonshire County Council's GIS computer system to determine the distance of the applicant's permanent home from the school (Headlands entrance).

Waiting List

The school will hold a *waiting list* until 31 August in the year of admission. Parents must initially contact the school and request that their child's name is placed on the waiting list. This can be done by telephone to Mrs Smith on 01536 359409 or email: admissions@bishopstopford.com. Students will be placed on the waiting list in strict ranked order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, it will be allocated according to these criteria.

Right of Appeal

Should an applicant be refused a place, parents have the right to appeal against the governors' decision to an Appeals Panel set up by the Diocesan Board of Education. Parents wishing to appeal should contact:

Tel: 01604 887006

The Appeals Administrator
Diocesan Board of Education
Bouverie Court,
6 The Lakes
Northampton
NN4 7YD

Please note, however, that we cannot discuss your case with you on the telephone. You are advised to put all your queries in writing to the School or to the Diocesan Board of Education who will be responsible for administering the appeals process.

M Turner

Chairman of Academy Trust

January 2017

Definitions of terms used in the Bishop Stopford application form

1 Looked after

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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).

2 Sibling

A sibling, sometimes known as a brother/sister, is:

- A brother or sister sharing the same parents
- A half brother or half sister where 2 children share one common parent
- A step-brother or step-sister, where two children are related by a parent's marriage/partnership
- Adopted children
- A sibling must be living at the same address when the application is made.

3 Home

This is the child's permanent home and is the address of the parent/legal guardian with whom they spend the majority of time during the school week. Proof of residence can be asked for at any time during the admissions process. This will normally be in the form of a utility bill, (e.g. electricity, gas etc) fewer than 3 months old.

4 Family

The family is defined as the child for whom the application is made, and their biological parent(s), or the person(s) with legal responsibility for them. You may wish to supply copies of any legal documents to support your application if you are a legal guardian.

5 Parents

The biological parent(s), or the person(s) with legal responsibility for the child for whom the application is being made. You may wish to supply copies of any legal documents to support your application if you are a legal guardian.

The following denominations are full members of Churches Together in England (CTE) (list correct as of 1.3.17 www.cte.org.uk)

Antiochian Orthodox Church
Baptist Union of Great Britain
Cherubim and Seraphim Council of Churches
Church of England
Church of God of Prophecy
Church of Scotland (Presbytery of England)
Churches in Communities International
Congregational Federation
Coptic Orthodox Church
Council of African and Caribbean Churches UK
Council of Oriental Orthodox Christian Churches
Elim Pentecostal Church
Ichthus Christian Fellowship
Free Church of England

Independent Methodist Churches
International Ministerial Council of Great Britain
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
Mar Thoma Church
Methodist Church
Moravian Church
New Testament Assembly
New Testament Church of God
Oecumenical Patriarchate
Redeemed Christian Church of God
Religious Society of Friends
Roman Catholic Church
Russian Orthodox Church (Ecumenical & Moscow)

Salvation Army
Transatlantic Pacific Alliance of Churches
United Reformed Church

Wesleyan Holiness Church

Any additions to full membership of CTE, up to the closing date for admission, will be recognised.

Local Churches Together groups

e.g. Churches Together in Northampton, Churches Together in Market Harborough, etc. Evidence of membership may be asked for in support of the application.

The following religious groups are examples of those represented on the Interfaith Network for the UK (www.interfaith.org.uk)

Baha'i
Buddhist
Hindu
Jain

Jewish
Muslim
Sikh
Zoroastrian communities

GUIDANCE NOTES

The application form will be used as the basis for the allocation of places in accordance with the Academy Trust policy on Admissions.

The name, address and telephone number of the parent / legal guardian and child will be provided to the Priest/Minister/Faith Leader. This information is given under Data Protection guidelines and should only be used for application purposes.

1. What if we attend more than one place of worship?

Please let us know if you are members of more than one congregation by giving the names of all the Places of Worship and of the Priest/Minister/Faith Leaders involved. We will send forms to all places of worship for completion.

2. What if we have just moved to the area?

Please inform us of your current pattern of worship and also your previous pattern in the relevant time period and contact details of previous Priest/Minister/Faith Leader . Remember to inform your previous Priest/Minister/Faith Leader that they will be asked to complete a form.

3. What if the Priest/Minister/Faith Leader is new?

Your new Priest/Minister/Faith Leader will probably consult people in your place of worship who will know about your involvement. For example, a churchwarden may be able to help give a clear picture of church commitment.

4. What if we are in an interregnum or the faith leader is on sabbatical?

Other leaders in your place of worship should be able to help with the Priest/Minister/Faith Leader form. Please give details of whom we should contact.

5. What if we have a problem with the application form?

Please contact Mrs Kirsty Smith (Assistant Business Manager) or Mr Rob King (Assistant Head Student Services):

Telephone 01536 503503

Fax 01536 503217

Email [**admissions@bishopstopford.com**](mailto:admissions@bishopstopford.com)