

# Bishop Stopford School

## APPLICATION FOR ADMISSION

up to SEPTEMBER 2008

### Guidance Notes

*Please read the following carefully before completing the form*

This application form will be used as the basis of decision making by the Admissions Board of the Governing Body. The form is strictly linked to the Governors' Policy on Admissions as defined in the School's prospectus.

1. It is important that parent(s)/legal guardian(s) complete this form in **as much detail as possible** see point 8 below.
2. No reference will be made to the child's ability, aptitude, present school or ethnic background prior to decision making by the Admissions Board
3. The Priest/Minister/Worship Leader (or their deputy) will be asked to complete a very similar form to provide a reference on the child's suitability for Bishop Stopford School
4. Parents are advised to contact the Priest/Minister/Worship Leader to indicate that s/he will be approached on this matter
5. All information from the Priest/Minister/Worship Leader will be taken into consideration when assessing the application
  - ❖ Questions relating to Church Involvement  
Please note that where there is a difference between the clergy score and the parents' score, the Governors will use the clergy score in assessing the application.
  - ❖ Questions relating to community involvement  
The parents' score will be used if it differs from the clergy score
6. Governors check all application forms. Governors may alter parents / clergy points if they think it is necessary to ensure consistency and fairness for all applicants. The Governors final total will be used to rank the applications.
7. The Governing Body must warn parents that, if it is found that a place has been obtained on a fraudulent basis, the offer will be withdrawn
8. Specific Details – Where 'specific details' are requested on the application form, a written explanation is required. **IF NO WRITTEN DETAILS ARE GIVEN, NO POINTS WILL BE AWARDED.**
9. Any student who is refused a place will be entitled to appeal against the decision to an Independent Appeals Panel.
10. The name, address and telephone number of the child (and surname of the parent if different from the child) will be provided to clergy. This information is given under Data Protection guidelines and should only be used for application purposes  
*Please refer overleaf.*

## Frequently asked questions

1. What if we attend more than one church?  
Governors recognise that circumstances are not always straightforward for families. Please let us know if you are members of more than one congregation by giving the names of the churches and clergy involved.
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 clergy. Remember to inform your previous clergy that they too will be asked to complete a reference form.
3. What if the Vicar is new?  
Your new clergy will probably consult people in your church who will know about your involvement. For example, a churchwarden may be able to help give a clear picture of your church commitment.
4. What if we are in an interregnum?  
Churchwardens or other leaders in your church should be able to help with the clergy reference form. Please give details of whom we should contact.
5. What if my local church does not have weekly services?  
Please inform us if you have any special circumstances in your church which mean that your attendance can only be, for example, monthly.  
Governors understand that many people in the Church of England attend more than one church depending upon the pattern of services within joint Benefices. The clergy could confirm if this was your situation.
6. What if we cannot attend because of ill-health or holidays?  
Governors understand that sickness and holidays may mean you cannot attend for 52 weeks a year. However, if you have had prolonged illness which has affected your ability to attend church or contribute to your church over an extended period, please let us know. ( Section 4 of the Application form may also be relevant to you)
7. What if we cannot attend church through work commitments?  
Please inform us of work commitments and why they prevent you from weekly worship. Clergy will be able to confirm your commitment to the church.
8. Who may complete and sign the application form?  
Any legal guardian may complete the application form. A legal guardian is defined as a person who has proof, in law, of being a guardian. You may wish to supply copies of any legal documents to support your application if you are a legal guardian.
9. What if we have a problem with the application form?  
Please contact Liz Lawson (Registrar) or Rob King (Assistant Head – Student Services) as follows  
:

Telephone	01536 503503
Fax	01536 503217
Email	<a href="mailto:office@bishopstopford.com">office@bishopstopford.com</a>
10. What can I do if I am not given a place?  
All applicants who are unsuccessful have the right of appeal to an Independent Appeals Panel. You will be given details of the appeals procedure when you receive your refusal letter.  
**Please note** , however, that the School cannot discuss your case with you on the telephone. The only information which can be given to you over the telephone is the point score awarded and the position in the ranking (if applicable). 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.