

## Admissions Policy - Year 7 September 2025

**Date for Review:** December 2024

**Reviewed by:** Full Governing Board

**Final Approval:** Full Governing Board

**The Academy Trust of Bishop Stopford School is the Admissions Authority in this Academy and the Governors are therefore responsible for the implementation of this policy.**

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

- **Faith** – everyone is invited to develop their understanding of Christian belief, worship and lifestyle.
- **Justice** – everyone is entitled to be treated fairly and to promote the self-esteem of others.
- **Responsibility** – everyone is expected to understand the consequences of their actions.
- **Truth** – everyone is required to be honest and to communicate in a positive manner.
- **Compassion** – everyone is encouraged to be generous in their concern for others

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

The governors will

- allocate places to children who have an Education, Health and Care Plan (EHCP) which names the Academy as the appropriate provision.

In addition, governors will allocate places to children:

- without any reference to ability, aptitude or ethnic background;
- up to the stated admission number (216).

If there are more applications than places available, governors will:

- apply the following oversubscription categories in the order shown below to allocate places.

### Categories

#### **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, or children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only. (Appendix 1: full definition)

#### **2. Children with 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/s, why Bishop Stopford School is the appropriate educational setting to meet these needs, and an explanation of the difficulties which would be caused if the child were to attend another school.

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

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### **3. Religious Criteria**

Applications will be ranked according to the religious affiliation selected by parents (Appendix 1: full definition) on the Admission Application Form (A1). Those with siblings who will be on the roll at the Academy (including Sixth Form) at the time of admission will be placed first within each priority.

The faith leader will be asked to complete a similar form (sent out by the Academy) to corroborate this information. Governors must receive both forms (the A1 form and the faith leader form) in order to assess the application. If there is a discrepancy between the two forms, the Governors will accept the faith leader's priority score. In the event of a tie, the tie-breaker will be used (see below).

Applications under this criteria will be allocated on the basis of priorities 1-5 listed on the A1 form. 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.)

### **4. Other**

#### **Tie-breaker**

Should there still be a tie, places will be awarded to those students who live nearest to the school at time of application. North Northamptonshire Council's GIS computer system will be used to determine the distance of the applicant's permanent home from the school.

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

#### **Waiting List**

Should a space become available before the year 6 into 7 appeals, the ranked list (Appendix 1: full definition) will be used to offer a place to the next student.

Subsequent to appeals, the Academy will hold a waiting list (Appendix 1: full definition) until 31 August in the year of admission. Parents must initially contact the Academy and request that their child's name is placed on the waiting list. This can be done by telephone to the Admissions Administrator (01536 359409) or email: [admissions@bishopstopford.com](mailto:admissions@bishopstopford.com). Students will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the Academy, it will be allocated according to these criteria.

#### **In-Year admissions**

A request for an in-year admission must be made by contacting the Admissions Administrator (01536 359409) or emailing [admissions@bishopstopford.com](mailto:admissions@bishopstopford.com) for further details.

#### **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:

The Appeals Administrator, Diocesan Board of Education, Bouverie Court, 6 The Lakes, Northampton NN4 7YD. Tel: 01604 887006

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## Appendix 1

### Definitions

#### 1. Attendance\* (Oversubscription Category 3)

Frequently: [the family] have participated fortnightly - or more regularly (i.e. 26 or more times a year) for a period of at least three consecutive years up to the date of application at the place of worship.

Occasionally: [the family] have participated at least monthly (i.e. between 12 and 26 times a year) for a period of at least three consecutive years up to the date of application at the place of worship.

Attached to: [the family] have participated fewer than 12 times a year at the place of worship.

#### 2. Family

The family is defined as the child for whom the application is made, and their parent(s), Applicants can supply copies of any legal documents to support the application if they are legal guardians, rather than biological parents.

#### 3. Home

This is the child's permanent home and is the address of the parent with whom they spend the majority of time during the school week. Proof of residence can be requested 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. Lists

- a. The ranked list is the list submitted by the governors to the Local authority in January for the coordinated admissions process.
- b. After the appeals process, a waiting list will be held by the school of all applicants still wishing to be considered for a place.

#### 5. Looked After Children

- 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 section 22(1) Children Act 1989) at the time of making an application to a school.
- A previously Looked After Child is a child who was looked after but ceased to be so because the child was adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or become the subject of a child arrangements order (section 8 Children Act 1989) or a special guardianship order (section 14A Children Act 1989).
- A previously Looked After Child is a child who appears to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted.

Evidence from the relevant social services department may be requested to determine eligibility under this criterion.

#### 6. Parents

Section 576 of the Education Act 1996 defines "parent" as:

- All natural (biological) parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

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## 7. Sibling

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

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

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## **Appendix 2**

### **Full members of Churches Together in England (CTE)**

|  |  |
|--|--|
| Antiochian Orthodox Church Apostolic Pastoral                      | Indian Orthodox Church   |
| Congress Armenian Orthodox Church                                  | International Ministerial Council of Great Britain   |
| Assemblies of God  | Ichthus Church Council   |
| Baptist Union of Great Britain                                     | Joint Council of Churches for All Nations  |
| Calvary Church of God in Christ                                    | Mar Thoma Church in Europe   |
| Catholic Bishop's Conference of England & Wales                    | Methodist Church   |
| Church of England  | Moravian Church  |
| Church of God of Prophecy  | New Testament Assembly   |
| Church of Scotland (Presbytery of England) Churches in Communities | New Testament Church of God Oecumenical  |
| International Congregational Federation                            | Patriarchate Pioneer   |
| Coptic Orthodox Church   | Redeemed Christian Church of God   |
| Council of African and Caribbean Churches                          | Religious Society of Friends Ruach Network of Churches Roman Catholic Church                   |
| UK Council of Lutheran Churches                                    | Russian Orthodox Church (Moscow Patriarchate) Salvation Army                                   |
| Council of Oriental Orthodox Christian Churches                    | Transatlantic Pacific Alliance of Churches Unification Council of Cherubim & Seraphim Churches |
| Elim Pentecostal Church  | United Kingdom World Evangelism Trust  |
| Evangelical Lutheran Church of England                             | United Reformed Church   |
| Exarchate of Orthodox Parishes of the Russian Tradition            | Wesleyan Holiness Church   |
| Free Church of England   |  |
| Ground Level   |  |
| Ichthus Christian Fellowship                                       |  |
| Independent Methodist Churches                                     |  |

**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.

## **Appendix 3**

**Religious groups are examples of those represented on the Interfaith Network for the UK ([www.interfaith.org.uk](http://www.interfaith.org.uk))**

Baha'i  
Jewish Buddhist  
Muslim Hindu  
Sikh  
Jain  
Zoroastrian communities

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## **Appendix 4: 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.

***If the admission application is for the transfer between Year 6 and Year 7 the parent / guardian must also apply on the common application form provided by your home local authority.***

The name, address and telephone number of the parent and child will be provided to the Faith Leader. This information is issued strictly under Data Protection guidelines and will only be used for application purposes.

### Frequently Asked Questions

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 Faith Leaders. 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 Faith Leader. Remember to inform your previous Faith Leader that they will be asked to complete a form.

3. What if the Faith Leader is new?

Your new 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 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 (Admissions Administrator) or Mrs Clare Smith Deputy Headteacher (Pastoral, Safeguarding and Wellbeing)

Telephone 01536 503503

Fax 01536 503217

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

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