

## **IMPORTANT NOTICE TO ALL PARENTS**

### **Secondary School Admission Arrangements 2018/19**

The Governing Body for this School will retain the same admission policy for 2018/19 as was determined for 2017/18. As a result, the admissions policy remains unchanged.

**Please note that the closing date for 2018/19 applications is 31 October 2017.  
Offer notices will be issued on 1 March 2018.**

Please contact the school direct if you have any questions regarding admission.

### **St Christopher's Church of England High School**

#### **SECONDARY ADMISSION ARRANGEMENTS**

**2016/17**

#### **Making an application**

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure, or on-line, between 1<sup>st</sup> September 2015 and 31<sup>st</sup> October 2015. Parents wishing to be considered under faith-based criteria need to complete and return the St Christopher's Supplementary Form which is available from school on request. It is essential that this is done by parents who wish an application under this category to be considered. It is not normally possible to change the order of your preferences for schools after the closing date.

**Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 2nd March 2016. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.**

#### **Admission procedures**

The number of places available for admission to Year 7 in the year 2016 will be a maximum of 195. The governing body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number.

The Governing Body operates a system of equal preferences under which it considers all preferences equally and allocates places according to its policy. In the event that there are more applicants than places, after admitting all children with a statement of special educational needs/Educational, Health and Care Plan naming the school, the governing body will allocate places using the following criteria, which are listed in order of priority.

1. Children in public care and previously looked after children. This includes and "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 their social services functions.

2. Children with special social or medical circumstances where these needs can only be met at this school. Please note that applicants under this criterion must supply a letter of support from a professional person, such as a doctor or social worker. Such evidence must set out the particular reasons why St Christopher's is the most suitable school and the difficulties which would be caused if the child had to attend another school.

3. Children who have attended All Saints Church of England Primary School, Clayton le Moors, or St James's Church of England Primary School, Altham, for the previous year, i.e. the whole of Yr 5. A maximum of 28 pupils will be admitted under this criterion, children who already have a sibling in school and staff children (both as defined below) being admitted before those without.

**4. Children with a parent/guardian who worships in a Church which is in full membership of Churches Together in England or the Evangelical Alliance**

a) The children of staff (as defined below) who worship in a Church which is in full membership of Churches Together in England or the Evangelical Alliance will be admitted at the top of this category.

(b) Children with a parent who has a worship attendance of four times a month for the two years leading up to 1<sup>st</sup> September 2015.

- (i) Children who already have a sibling in the school (as defined below).
- (ii) Other children.

(c) Children with a parent who has a worship attendance of three times a month for the two years leading up to 1<sup>st</sup> September 2015.

- (i) Children who already have a sibling in the school.
- (ii) Other children.

(d) Children with a parent who has a worship attendance of twice a month for the two years leading up to 1<sup>st</sup> September 2015.

- (i) Children who already have a sibling in the school.
- (ii) Other children.

(e) Children with a parent who has a worship attendance of once a month for the two years leading up to 1<sup>st</sup> September 2015.

- (i) Children who already have a sibling in the school.
- (ii) Other children.

**The governors will require confirmation of this from the relevant member of the clergy.**

5. Other children, those who already have a sibling in school and staff children (both as defined below) being admitted before those without.

Notes:

1. Siblings are defined as full brother and sister (including those who live apart), step, half, foster and adopted brothers and sisters living at the same address, who are pupils at St Christopher's at the time of transfer.

2. Staff children are defined as the children of staff (teaching and non-teaching) who have been employed in the school for the whole of the two years prior to the closing date for applications.

3. The lists of Churches can be found on the *Churches Together in England* website at [cte.org.uk](http://cte.org.uk), and for the Evangelical Alliance at [eauk.org](http://eauk.org); lists are taken as on 1<sup>st</sup> September 2016. Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted.

4. The governors require confirmation of Church attendance from the relevant member of the clergy. Parents should ensure that clergy have responded to this request. Parents who have changed their place of worship within the previous two-year period should seek verification from all who can vouch for them, to be submitted together with the Supplementary Information Form.

5. 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).

6. In all cases, home is defined as the place where the child wakes up for the majority of Monday to Friday mornings.

#### **Admissions information:**

In 2014 for 2015 entry, there were 721 applications for 195 places, 254 at first preference, 259 second preference and 208 at third preference.

The Admissions Committee applied the criteria and offered places to

5 children under criterion 1 (Children in Care)

0 children under criterion 2 (Children with special social or medical circumstances)

28 children under criterion 3 (Pupils from All Saints, Clayton-le-Moors and St James, Altham)

162 children under criterion 4 (attendance at a Christian Trinitarian Church, 54 of whom had a sibling already in school)

No children under any other criteria were offered 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 there are more applications than places, the school's published 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.

Where there are twins or triplets seeking 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

both twins or all triplets 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, then the Local Authority's system for a random draw will decide which pupil receives an offer

The waiting list will operate throughout the autumn term.

### **Address of pupil**

The address used on admission forms must be the current one at the time of application. 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 used. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

### **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 by 31<sup>st</sup> March, 2016.** 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.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

### **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.

### **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 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-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

**ST.CHRISTOPHER'S  
CHURCH OF ENGLAND  
HIGH SCHOOL  
ACCRINGTON**



**SUPPLEMENTARY  
INFORMATION  
FORM**



We have been informed that you have indicated St. Christopher's Church of England High School as a preference for your child's Secondary Education. The Admission number for 2016 is 195.

In order that we may admit those pupils who will benefit most from this Church of England School, we ask you to assist us by answering the questions on the form.

All information will be treated with discretion and it is in your own interests that all sections be completed.

St Christopher's is an 11-18 Comprehensive School and admits girls and boys of all abilities.

When completed, this form should be handed to your vicar/minister **no later than**

**Friday 30<sup>th</sup> October 2015**

.....

Please ask him/her to complete the back page and then send it direct to school **by Tuesday 1<sup>st</sup> DECEMBER 2015.**

**APPLICATION FOR ADMISSION.**  
**WOULD YOU PLEASE ENSURE THAT YOU COMPLETE ALL SECTIONS.**

**To be completed by the Parent/Guardian of the applicant.**  
**Please note that the Governors are required by Law to take the religious practice of the Parents into account.**

Name of child:.....

Date of birth:.....

Name of parent(s):.....

.....

Address:.....

.....Post Code.....

Contact telephone number(s):

1.....

2.....

Primary School Attended:.....

Date commenced at this primary school.....

Name & date of entry of any other child at present at St Christopher's

.....



**CHURCH ATTENDANCE**

Name of Vicar/Minister.....

Name of Church:.....

Address of Church:.....

.....

**Church Attendance - Please ensure you complete all relevant sections.**

<b>Better attending Parent (Mother, Father or Guardian)</b>
a) Four Times per month
b) Three Times per month
c) Twice a month
d) Once a month
e) Occasionally
f) Never

For how long has this been your pattern of attendance?

State number of years .....

Signed:.....Parent/Guardian

Date:.....

**PLEASE PASS THIS FORM TO YOUR VICAR/MINISTER SO THAT HE/SHE CAN COMPLETE THE BACK PAGE. HE/SHE WILL KINDLY THEN SEND IT DIRECT TO SCHOOL BY TUESDAY 1st DECEMBER 2015**

**FOR COMPLETION BY VICAR/MINISTER**

Please return direct to the Headmaster, St Christopher's C.E. High School, Queens Road West, Accrington. BB5 4AY - **by Tuesday 1st December 2014.**

**Please note that all information considered by Governors may be requested by any Appeal Panel.**

**Church Attendance - Please could you indicate below parental attendance at your Church.**

<b>Better attending Parent (Mother, Father or Guardian)</b>
a) Four Times per month
b) Three Times per month
c) Twice a month
d) Once a month
e) Occasionally
f) Never

1. Do you confirm that the information supplied by the parent/guardian is correct? YES/NO

2. Number of years for which this has been the pattern.....

3. Is your Church a member of Churches Together in England or the Evangelical Alliance? YES/NO

Signed:.....Vicar/Minister

Please print name:.....

Name of Parish/Church.....

Address of Vicar/Minister:.....

.....

Post Code:..... Telephone No:.....

Date:.....