

# ARCHBISHOP TEMPLE SCHOOL

## ADMISSION ARRANGEMENTS 2019-2020

### **Making an application**

Applications for admission to the school for September 2019 should be made on the common application form on the Local Authority's website and **also** on the school's own paper supplementary form between 1st September 2018 and 31st October 2018. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents/carers **must** complete the Local Authority application form online. Parents/carers who wish their application to this Church school to be considered against the faith criteria, or attendance at a Church of England primary school **must 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, or attendance at an affiliated primary school.

Letters informing parents/carers whether or not their child has been allocated a place will be sent out by the Local Authority by 1st March 2019. Parents/carers of children not admitted will be 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 2019 will be a maximum of 155. 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 / educational health and care planning the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

## **1**

Looked after children and previously looked after children.

This includes *any* "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 a child was (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

## **2**

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 in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

### 3

Children of staff who have been employed by Archbishop Temple School for two years prior to the closing date for applications. This applies to all staff, full and part time, who are employed by the school.

### 4

A maximum of 105 children in the following priority order:

- A. Children who have a parent/carer who has attended public worship in a Christian\* church weekly/fortnightly for the year leading up to the 1st September 2018.
- B. Children who have a parent/carer who has attended public worship in a Christian\* church monthly for the year leading up to the 1st September 2018.
- C. Children who have a parent/carer who has attended public worship in a Christian\* church monthly for six months leading up to the 1st September 2018.

Note 2: \* Christian Church here means a church which on 1st September 2018 belongs to a denomination which is in full membership of either Churches Together in England, or the “Free Churches Group”, or itself a member of the Evangelical Alliance.

Note 3: Within each subsection of this category, 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.

Note 4: Children who are not admitted under these criteria will be re classified under category 5 (distance)

### 5

A maximum of 40 children who attend Broughton-in-Amounderness Church of England Primary School, Fulwood St Peters CE Primary School or St Andrew's CE Primary School, Ashton. Where there are more applicants than the available places within this 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.

### 6

A maximum of 10 children who have a parent/carer who has attended public worship in a non-Christian faith in membership of the UK Interfaith Network. Applicants in this category will be ranked by distance from the school and then by the following faith groups: Muslims, Hindus, Sikhs, and “Other non-Christian faiths”. Places will be allocated successively to a Muslim, a Hindu, a Sikh, a member of another non-Christian Faith, in successive rounds until all the available places in this category are allocated.

Note5: **The major world faiths** are those in membership of the UK Interfaith Network. They include Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs, and Zoroastrians.

Note 6: The faith groups listed in category 4 reflect their representation in Preston City as determined by the 2011 Census. The intention of the governors is to achieve diversity, not proportionality.

## **7**

Remaining places shall be allocated to other children whose parents/carers wish them to attend the school with the determining factor being distance from school, nearer addresses having priority over more distant ones.

Note 7: (distance): Where there are more applicants than the available places within any of the categories, 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). This will also be the case for applications from different addresses which are exactly the same distance from school.

### **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/carers should notify the school. Where the parents/carers 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/carers 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 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.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents/carers 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/carers should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place. Parents/carers 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/carer (for example a false claim to residence in the 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.

**Note 8: For the avoidance of doubt, matters which the Governors do not take into account in the allocation of places include the following:**

- a. Attendance at church as part of normal school activity**
- c. Whether a child is confirmed or being prepared for confirmation**
- d. Whether a child is baptised**
- e. Academic abilities**
- f. The presence of a sibling in the school.**

Note9: "Parent" means the person or persons, including carer(s) and step-parent(s) having the day-to-day responsibility for the care of the child for whom application is made



Office use only	INITIALS / Date		INITIALS / Date
Application received		Faith Leader reference sent	
Application processed in SIMS		Faith Leader reference received	



# Archbishop Temple School

**PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS. THANK YOU.**

1. Pupil Details	
Legal Forename	
Middle Name(s)	
Legal Surname	
Given Name(s)	
Preferred Forename	
Preferred Surname	
Address (where he/she normally resides please note "normally" is more than four nights per week)	
	Postcode
Date of Birth (dd/mm/yyyy)	__ / __ / ____
2. Primary School (Please enter name and address of the primary school your child attends)	
Name	
Address	
Postcode	

<b>3. Supporting evidence for Application</b>			
<b>Are you applying for a place because of:</b> (you may tick more than one box)	✓	<b>If place is faith based please indicate faith group</b>	✓
special social / medical needs		Christian	
child of school staff		Muslim	
child's parent / carer's faith commitment		Hindu	
attendance at a C of E Primary School		Sikh	
		Other world faith (please specify)	
<b>4. If your application is faith-based, please complete the following section WITH your / vicar / priest / minister / faith leader</b>			
Name of vicar / minister / priest / faith leader			
Name of Place of Worship			
Address			
Postcode			
Telephone number			
Email address			
<b>4a. How have you as a parent attended this Church / place of worship (please tick appropriate box).</b>			
<input type="checkbox"/> Weekly/ Fortnightly for 1 year leading up to 1 <sup>st</sup> September 2018	<input type="checkbox"/> Monthly for 1 year leading up to 1 <sup>st</sup> September 2018	<input type="checkbox"/> Monthly for 6 months leading up to 1 <sup>st</sup> September 2018	

Please note that attendance claims must be verified by the appropriate incumbent or church authority

**Signed** ..... **(Parent) Contact Tel No** .....

**Countersigned** ..... **(Vicar/Priest etc) Date** .....

**Office held** ..... **Contact Tel No.** .....

**The information on this form will be a key factor in determining admissions to the school. It is the responsibility of the parent to complete the form in the presence of their Vicar, Priest, Minister etc. IT SHOULD THEN BE RETURNED TO THE SCHOOL BY 31<sup>st</sup> OCTOBER 2018.**

Please note that the information on this form is processed electronically for administrative purposes and is subject to the terms of the Data Protection Act 1984.