

**Bishop Rawstone Church of England Academy**  
**ADMISSIONS POLICY**  
**FOR SEPTEMBER 2019 INTAKE**

**INTRODUCTION**

The number of places available for admission to Year 7 in September 2019 will be a maximum of 190. In the event of oversubscription, places will be given in turn using the criteria below working through the criteria in order until all available places have been allocated. Where there are more applicants than places within a criterion, distance will be used to allocate places with those closest to the school given priority. Parents are asked to work down the criteria in order from 1.1 to 1.12 to see which criterion or criteria their child(ren) will be placed at.

**THE CRITERIA FOR ADMISSION**

These Criteria are given in priority order and will be applied to those parents of children who indicate that the school is a **PREFERENCE** for their child, as the school is required to operate a system of equal preferences. In the event of there being over-subscription for entry to the school and if a tie-break is required within any criterion, then the Local Authority's system for a random draw will decide which student receives an offer of a place.

- 1.1     Looked After Children  
Priority must be given to children in public care. 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.
  
- 1.2     Children with Special Medical or Social Circumstances  
Children with special medical or social circumstances affecting the child where these needs can only be met at this Academy (Note: Professional supporting evidence from e.g. a doctor; psychologist; 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 Academy in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.)
  
- 1.3     Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy which is one-third of the total places (currently 63 of 190 places). At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
  
- 1.4     Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Beconsall, Hoole, Leyland St James, Rufford and Tarleton with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy, to fill the balance of one-third of the places allocated of the total intake numbers which have not been filled from criterion 1.3. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
  
- 1.5     Children with a parent employed by the Academy on a permanent contract either full or part-time for at least 2 years prior to the date of application.
  
- 1.6     Children who have other *siblings* attending the school at the time of application **and** on the date of admission. For the definition of 'sibling' please refer to Section 2.7.

- 1.7 Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy who cannot attain a place under 1.3 because the criteria of one-third of places allocated according to faith commitment has already been allocated. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.8 Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents who do not meet the faith commitment outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.9 Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Beconsall, Hoole, Leyland St James, Rufford and Tarleton with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy who cannot attain a place under 1.4 because the criteria of one-third of places allocated according to faith commitment has already been allocated. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.10 Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Beconsall, Hoole, Leyland St James, Rufford and Tarleton with parents who do not meet the faith commitment outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.11 Children who RESIDE in other parishes with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.12 Children who RESIDE in other parishes with parents who do not meet the faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.

## Appendix 1

For the purposes of the admission procedures, please note that the area included in an Ecclesiastical Parish may not be the same as that in a civil, Council "Parish".

- 2.1 APPLICATION FORMS for admission are enclosed with this document.
- 2.2 It is important that applications for admission are made **by the date indicated** both on the Lancashire Admissions Form **and the school's own Supplementary Form for Admission, which Application may also be made on-line by using the common application form but the Supplementary Form for Admission must be completed on paper and sent to the school by Tuesday 31 October 2017**, and this is essential for those wishing to apply under a faith criteria. It is not normally possible to change the order of your preferences for schools after the closing date.
- 2.3 Where this Policy refers to location, this means **location of residence and not** to the location of the Primary school attended.
- 2.4 Distance will be measured using a computerised measuring system from the address point of the Academy to the address point of the child's home. This is the Local Authority system and is a straight line (radial) measure.

*Where there are more applicants for the available places within a criterion, then the distance between the Ordnance Survey address points for the Academy 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).*

- 2.5 If an application is to be considered under 'faith commitment' this is **fortnightly worship for a period of at least one year by the more involved parent who is involved in the worshipping life of a Christian church with membership of Churches Together in England. (Please note – the period of worship would be at least 1 year before 1 September 2017).**
- 2.6 The term "parent" in this Policy is interpreted by the Governors to mean parents, legal guardians and step-parents.
- 2.7 The term "sibling" in this Policy is interpreted by the Governors to include, step, half, foster and adopted brothers and sisters, residing at the same address.
- 2.8 This Admission Policy will be applied, on behalf of the Governors, by an Admissions Committee, appointed by the Governors.
- 2.9 The Governors will review their Admissions Policy annually in the light of experience and as circumstances change.
- 2.10 The Governors have reviewed this Admissions Policy in accordance with the DfE School Admission Code February 2012.

## **Appendix 2**

- 3.1 The maximum number of places for the year, as agreed with the Local Authority, and following consultation with the Diocese of Blackburn and other local schools, will be 190.
- 3.2 If the number of applications for admission exceeds the agreed admission number the Governors will apply the criteria of the Admissions Policy. Where there are twins, triplets etc wanting 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, etc 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 for twins or triplets, then the Local Authority's system for a random draw will decide which student receives an offer.
- 3.3 The school serves the five Foundation Ecclesiastical Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin.
- 3.4 The school also admits students resident in the eight Ecclesiastical Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Beconsall, Hoole, Leyland St James, Rufford, and Tarleton.
- 3.5 Children from other areas are also considered.
- 3.6 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 students 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.

- 3.7 Our Waiting List is compiled in accordance with our Admissions Criteria. Parents of children who are not admitted can request to have their names placed on the waiting list. Late applications for the school will be slotted into the order according to the extent to which they meet the criteria. This waiting list will operate for the whole of the autumn term.
- 3.8 The school is a Church of England Academy with a strong commitment to the family and local community. Governors admit students without regard to their academic ability.
- 3.9 The address of a student used on the school's supplementary form for admission must be the currently domiciled one at the time of application, ie the family's main residence. If the address changes subsequently, the parents should notify the school. Where parents live at different addresses, and there is shared parenting, the address of the Child Benefit recipient will be used in the first instance. If there are concerns about this, the address where the child normally wakes up Monday to Friday may be taken into consideration. Parents may also 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 is 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 area, proof of the posting is required.

#### **4. 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 Schools Admission Team at County Hall within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will normally receive 14 days notice of the place and time of the hearing.

Please note that this right of appeal against the Governors' decision does not prevent parents from making an appeal in respect of any other school.

#### **IN-YEAR 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 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.

If you wish to visit the school before stating your preferences, please contact us.

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.

#### **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 or church attendance) 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 then be considered afresh and a right of appeal offered if a place is refused.

***A YELLOW Supplementary Form for Admission is included separately with this pack and YOU NEED TO RETURN THIS to Bishop Rawstone Church of England Academy by no later than Wednesday 31 October 2018.***

Please look at the description of the categories to enable you to determine which category your child's application would fall into.

**The Bishop Rawstone Church of England Academy  
Croston**

Bishop Rawstone is supported by local parishes and is a Church of England Christian school. All parents/guardians are expected to support the Christian ethos, aims and disciplinary procedure.

**SUPPLEMENTARY FORM  
REQUEST FOR ADMISSION - SEPTEMBER 2019**

**1 NAME OF CHILD** (Please use block letters)

**SURNAME:** \_\_\_\_\_

**Forename(s)** \_\_\_\_\_

**2 DATE OF BIRTH:**      DATE: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

**Gender:**      Male            Female     

**3 NAME OF PARENT/GUARDIAN:** \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_      Post Code: \_\_\_\_\_

Telephone Number - Home      \_\_\_\_\_

Mobile      \_\_\_\_\_

**4 Are you applying for a place because of: (you may tick more than one box)**

Living in local area            Special social/medical needs     

Sibling in school            Looked After, Adopted or Fostered Child     

Parental faith commitment     

**Please complete overleaf**

**5 If you are applying on Christian Faith grounds please complete the following section. Please note, to qualify for Christian Faith Commitment your worship must be in a church who has membership of the Churches Together in England:**

**(Please do not complete Section 5 and Section 6 unless you are applying for a place under the faith based criteria)**

Place of worship which one parent/guardian regularly attends:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Name of Vicar/Priest/Minister/Faith Leader: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**(Your Worship leader will be contacted)**

**6 Worship attendance: How frequently do you attend worship? (tick one box only)**

**At least:** Fortnightly  or Less

**I am pleased to support my son/daughter's application to join Bishop Rawstone Church of England Academy, Croston.**

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: Please return the completed form to:**

Governors Admissions Committee  
Bishop Rawstone Church of England Academy  
Highfield Road  
CROSTON  
Leyland  
PR26 9HH

**BY: Wednesday 31 October 2018**