



# Archbishop Temple

## Church of England High School

### ADMISSION ARRANGEMENTS 2025-2026

#### **Making an application**

Applications for admission to the school should be made on the common application form on the Local Authority's website, [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search for School Admissions,) between 1<sup>st</sup> September 2024 and 31<sup>st</sup> October 2024. Parents/carers who wish their application to Archbishop Temple Church of England High School to be considered against the faith criteria, or their child's attendance at a Church of England primary school **must also** complete the supplementary form available from the school website. 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.

If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place at Archbishop Temple Church of England High 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 2025. 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 2025 will be a maximum of 210. 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 an educational health and care plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

#### **1. Children in public care 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 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.

These criteria also include looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**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 Archbishop Temple Church of England High School is the most suitable school and the difficulties which would be caused if the child had to attend another school.

**3. Children of staff at Archbishop Temple Church of England High School**

Children of staff who have been employed by Archbishop Temple Church of England High School for two years prior to the closing date for applications, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This applies to all staff, full and part time, who are employed by the school.

**4. Children who have attended our partner primary schools will be allocated a maximum of 40 places as outlined below:**

- A maximum of 10 children who attend Ashton-on-Ribble St Andrew's Church of England Primary School at the time of application.
- A maximum of 10 children who attend Broughton-in-Amounderness Church of England Primary School at the time of application.
- A maximum of 10 children who attend Fulwood, St Peter's Church of England Primary School at the time of application.
- A maximum of 10 children who attend Grimsargh St Michael's Church of England Primary School at the time of application.

Where there are more applicants than the available places within this category, **then applications will be ranked firstly on church attendance as in category 5, then the distance** between the Ordnance Survey address points for Archbishop Temple Church of England High 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. In all cases, home is defined at the place where the child wakes up for the majority of Monday to Friday mornings.

**5. Worship in a church which is in full membership of Churches Together in England or the Free Churches Group or the Evangelical Alliance.**

The lists of Churches can be found on the Churches Together in England Website at [www.cte.org.uk](http://www.cte.org.uk); and for the Free Churches Group at [www.freechurches.org.uk](http://www.freechurches.org.uk); and for the Evangelical Alliance at [www.eauk.org](http://www.eauk.org).

- a. Children who have a parent/carer who has attended public worship in a Christian church **at least fortnightly** for **two years** leading up to the 1st September 2024.
- b. Children who have a parent/carer who has attended public worship in a Christian church **at least fortnightly** for **one year** leading up to the 1st September 2024.
- c. Children who have a parent/carer who has attended public worship in a Christian church **monthly** for **one year** leading up to the 1st September 2024.

**The governors will require confirmation of this from the relevant member of the clergy. Parents/carers should ensure that clergy have responded to this request. Parents/carers 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.**

Within each subsection A, B, C of this category, the distance between the Ordnance Survey address points for the Archbishop Temple Church of England High 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. In all cases, home is defined at the place where the child wakes up for the majority of Monday to Friday mornings. Children who are not admitted under these criteria will be re classified under each subsequent category that applies to them.

6. 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.

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

### **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 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. This waiting list will operate until the 31<sup>st</sup> of December of the relevant year.

### **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.

### **In-year admission**

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application. The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website. Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

## **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.

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 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/carer (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.

**Note 2: 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**
- b. Whether a child is confirmed or being prepared for confirmation**
- c. Whether a child is baptised**
- d. Academic abilities**
- e. The presence of a sibling in the school.**

**Note 3:** "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.



# Archbishop Temple

## Church of England High School

### APPLICATION FOR ADMISSION TO SECONDARY SCHOOL 2025

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. Supporting evidence for application			
<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 <b>*Supplementary documentation must be supplied to support this category</b>		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)	
3. If your application is faith-based, please complete the following section WITH your / vicar / priest / minister / faith leader			
Name of vicar / priest / minister / faith leader			
Name of Place of Worship			
Address			
Postcode			
Telephone number			
Email address			

**3a. How have you as a parent attended this Church / place of worship (please tick appropriate box).**

<input type="checkbox"/> <b>Weekly / Fortnightly</b> for <b>2 years</b> leading up to 1 <sup>st</sup> Sept 2024	<input type="checkbox"/> <b>Weekly / Fortnightly</b> for <b>1 year</b> leading up to 1 <sup>st</sup> Sept 2024	<input type="checkbox"/> <b>Monthly</b> for <b>1 year</b> leading up to 1 <sup>st</sup> Sept 2024
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"In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".

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 2024.**

<b>4. Primary School</b> (Please enter name and address of the primary school your child attends)	
Name	
Address	
Postcode	

*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.*

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