

DRAFT ADMISSIONS POLICY FOR 2013 – CONSULTATION VERSION

BISHOP LUFFA CHURCH OF ENGLAND SCHOOL

1. AIMS

The aim of the Admissions Policy is, in keeping with the aims of the School, to define the character and ethos of Bishop Luffa Church of England School in terms of its intake from a variety of backgrounds:

- Christians from Anglican churches
- Christians from other denominations
- The local area

The School aims to be truly comprehensive, welcomes the whole range of ability, aptitude and interests, and admits pupils entirely on the criteria given below. The Governors take no account of a child's academic standard or aptitude when admissions are considered for the main school.

The Policy is agreed in accordance with the provisions of the Schools Admissions Code to take effect for the entry of Year 7 pupils in September 2013, in consultation with the Chichester Diocesan Board of Education and a range of stakeholders.

2. PRINCIPLES

The following principles inform the Policy, so that it should:

- be fair and transparent in establishing clear over-subscription criteria
- reflect the School's role to:
 - nurture the worshipping Christian community
 - serve the local area
- acknowledge the School's place within the mission of the Chichester diocese
- support the Christian commitment to family life

3. **PRACTICE**

- 3.1 The number of places available for entry to Year 7 is 220. These places are divided into two types – Foundation and Community.
- 3.2 ‘Looked after children’ and ‘previously looked after children’ or children who have a statement of special educational need naming the School are automatically allocated a place following the procedure outlined in 4.3.

Foundation – 200 places

- 3.3 The school’s **primary designated area** for Foundation places is the geographical area within the Chichester Diocese, defined by the three deaneries of Chichester, Arundel & Bognor, and Westbourne.

All the Foundation categories below refer to applicants living within this designated area.

All other applicants living outside the designated area are considered only after designated area applicants have been placed.

At the heart of the Church:

Category A – 165 places

Children of a parent or parents, who are communicant members of the Church of England, who normally attend a Church of England service weekly and who have been doing so for at least two years;

or

Children who normally attend a Church of England service weekly and who have been doing so for at least two years (see Notes 3.5 (a) to (e)).

Category B – 30 places

Children of a parent or parents, who are communicant or full members of a church of another Christian denomination, who normally attend a service weekly, and who have been doing so for at least two years;

or

Children who normally attend the service of another Christian denomination weekly and who have been doing so for at least two years (see Notes 3.5(a) to (e)).

Exceptional reasons:

Category C

Children who need a place at the School on compelling social, psychological, educational or medical grounds, 'looked after' and 'previously looked after' children, children where a statement of special educational needs names the school. Parents applying for admission for a child in this category must provide appropriate documentation or a letter from a qualified person (usually a doctor or social worker) stating clearly the exceptional reasons why the child should attend Bishop Luffa School (see Note 3.5 (d)).

Attached to the Church:

Category D

Children, or children of a parent or parents, who normally attend a Church of England service at least monthly, and who have been doing so for at least one year (see Notes 3.5(a) to (e)).

Category E

Children, or children of a parent or parents, who normally attend the service of another Christian denomination at least monthly and who have been doing so for at least one year (see Notes 3.5(a) to (e)).

Category F

Children of a parent or parents who wish them to have a Christian education.

Community – 20 places

3.4 20 Community places are allocated to children who live within three kilometres of the School.

Notes (a) to (f)

- 3.5 (a) The minimum period of continuous church attendance is measured up to the deadline date for the return of the Church Support Form – Friday 30 November 2012
- (b) Where a family has joined a church from another church within the last two years the parents must also obtain a Church Support Form completed by the incumbent or minister of that previous church to show continuity.

- (c) Communicant status applies to parents and is defined for Category A as: “a member of the Church of England who is confirmed or ready and desirous of being confirmed and has received Communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times during the twelve months preceding....” (from the Church Representation Rules). Category B status is determined by the Church or denomination’s definition of the criteria of full membership.
- (d) All references to parents include legal guardians and apply to either or both parents, or a sole parent. The attendance and communicant status of one parent is sufficient.
- (e) Only children who attend, or children of a parent or parents who are members of, another church of a Christian denomination which is itself a member of Churches Together or of the Evangelical Alliance are eligible under Categories B and E.
- (f) 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. A ‘previously looked after child’ is defined as a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

4. **PROCEDURE**

Admission to Year 7

- 4.1 Parents applying for a Foundation place must complete both the Local Authority Application Form and the Bishop Luffa School Foundation Place Supplementary Information Form. Parents applying for a Community place must complete the Local Authority Application Form but do not need to complete a School Supplementary Information Form.

Note: Those applying for a Foundation place whose applications are unsuccessful are automatically considered for a Community place if they live within three kilometres of the School. Those who have any church connection should always apply for a Foundation place and are not disadvantaged by doing so.

Details of application arrangements can be found in Section 7.

4.2 Foundation places – up to 200 places

The Governors' Admissions Committee meets in December of each year to consider all Foundation applications from parents and guardians for places in Year 7 of the School for the following September, received by the stated Admissions deadline. Governors base their decisions on the information provided on the Foundation Place Supplementary Information Forms and on the Church Support Forms.

4.3 The Governors' Admissions Committee first puts each applicant into the appropriate category as outlined in Section 3.

1. 'Looked after children', 'previously looked after children' or children who have a statement of special educational need naming the School are placed first in Foundation Categories A or B, or in the Community Category if they meet the criteria of these categories. If they do not meet the criteria for these categories, they are placed first in Category C.

Thereafter, if there are more applicants in any one category than places available in that category, the following oversubscription criteria operate in this order for both Foundation and Community place applicants:

2. Children who will have a brother or sister of statutory school age on roll at Bishop Luffa School in September 2013, or will have a brother or sister in Bishop Luffa Sixth Form in September 2013 who has been on the statutory school roll, in order of proximity to the School.

3. All other applicants for Foundation places living within the designated area, in order of proximity to the School.
4. All other applicants in order of proximity to the School.

Proximity is measured by a straight line from school to home with reference to the Ordnance Survey address point data operated by West Sussex County Council.

4.4 The order of priority for Foundation place applications is as follows:

1. For applicants living within the primary designated area:

1. Up to 165 Category A applicants
2. Up to 30 Category B applicants
3. Any remaining Category C applicants, up to a total of 5. If the number of children with exceptional needs in Category C (including 'looked after children', 'previously looked after children' or those who have a statement of special educational need naming the school) exceeds 5, the places available in Categories A, B and Community will be reduced pro rata.

If any Foundation places then remain:

4. Any remaining Category A applicants
 5. Any remaining Category B applicants
 6. Any remaining Category C applicants
 7. Any Category D applicants
 8. Any Category E applicants
 9. Any Category F applicants up to the admission limit of 200 Foundation places.
2. If any Foundation places still remain, applicants from outside the primary designated area are considered in the same order 1-9 as above.

4.5 Community places – up to 20 places

West Sussex Pupil Admissions Office supplies the school with a full list of applicants. After adding any unsuccessful Foundation place applicants living within 3 kilometres of the school, Governors rank Community place applicants in the order outlined in Section 4.3 paragraphs 1, 2 & 4.

Applicants not offered places

4.6 If the School is over-subscribed names of all unsuccessful applicants are kept on record in category order for that academic year. If Foundation vacancies for Year 7 occur through withdrawal, before the beginning of the academic year, places are offered following the procedure outlined above for remaining Foundation places (4.3-4.5). If Community vacancies occur through withdrawal, places are offered to Community applicants following the order outlined in 4.3.3. Within each category siblings are given priority. At the beginning of each academic year applicants may submit a further application supported, in the case of Foundation places, by a Church Support Form.

In-Year Admissions

4.7 Where parents apply for places for their children outside the Year 7 Admissions period, and the year group is full, applications are considered by the Admissions Committee who meet regularly and a list of Applicants on Record is drawn up. The same procedures are followed for in-year admissions as for admissions to Year 7. Places are offered as they become available, in the same category as the child withdrawing with any siblings first and then other applicants in order of proximity to the school, within each category. At the beginning of each academic year applicants may submit a further application supported, in the case of Foundation places, by a Church Support Form. The Year 7 Admissions Period is defined as the time between the publication of the prospectus and the Admissions deadline for applications.

4.8 Parents should note that the list of Applicants on Record is drawn up following the criteria laid out in 4.3 and the School notifies parents of where their child stands on the list. When a vacancy occurs, the applicant who comes first in the same category which a pupil has left is offered the place. This is in order to maintain the balance outlined in 3.3. However, the Local Authority may direct the school, under the “Fair Access Protocol”, to admit a child who would take precedence over those on the Applicants on Record list. There is no duty to comply with parental preference when allocating places through the Fair Access Protocol. Offers for all in-year places will be communicated by the Local Authority on behalf of the governing body.

5. **SIXTH FORM ADMISSIONS**

5.1 Bishop Luffa School is a Church of England Technology College. It is a Voluntary Aided school and admissions are controlled by the Governors. Admissions to the Sixth Form are from the school’s Year 11 pupils and from those wishing to join the Sixth Form from other schools. Although we are a Church of England school, there are no denominational requirements for entry into the Sixth Form. Applicants, however, need to be aware that the ethos of Bishop Luffa is that of a church school and all those who attend are expected to be present at all assemblies and acts of worship for their year, as well as school Eucharists for the Sixth Form which take place twice in the school year.

5.2 Admission is decided upon an applicant’s academic merits. Those wishing to study A level courses will need a minimum of five GCSEs at grade C or above, with a grade B or above in the subjects they wish to study at A level. Applicants wishing to study Maths need to have achieved at least an A grade at GCSE. Please look carefully at the subject requirements in the prospectus.

- 5.3 The Governors consider that the maximum entry into Year 12 is 160. The deadline for application forms to be handed in is midday on 25 January 2013. From all applications received by the deadline,
- Up to 140 places are offered to Year 11 members of Bishop Luffa School
 - Up to 20 places are offered to those applying from outside the school
 - Offers are conditional upon applicants meeting the academic criteria.
- 5.4 In the event of over-subscription, all applicants who have met the academic criteria will be ranked in order of their average points score (aps) at GCSE. (See Explanatory note at 5.8). For the cohort of Bishop Luffa applicants, from those who meet the academic criteria the school puts first applicants with a statement of special educational need, 'looked after children' and 'previously looked after children, followed by those ranked up to 140; the same procedure will take place for the cohort of external applicants up to a total of 20.
- 5.5 Late applications are considered only if places remain after all applicants have been allocated. Applicants from Bishop Luffa School itself who initially opt to go to another institution and then change their minds may have to go on a waiting list if all 160 places have been filled.
- 5.6 Although demand for places at Bishop Luffa is high, we welcome and are keen for students from other schools to join our Sixth Form. External applicants will be offered an opportunity to discuss with the Head of Sixth Form their application and the courses they wish to take. The Head of Sixth Form will offer a place which will be dependent on the candidate achieving the required GCSE grades. 20 places will be offered to external applicants; if there are more applicants than places, those ranked in the first 20 by aps will be offered places. Further places can be offered if any remain once the Bishop Luffa Year 11 applications have been processed.

5.7 All candidates, external and internal, will be expected to attend the school on GCSE results day. Their offer of places will be confirmed soon after that date if they obtained the appropriate results, or alternative courses of action can be discussed if the qualification requirements have not been met.

5.8 **Explanatory Note** In the event of over-subscription, the average points score (aps) will be reckoned using the best 8 subject grades at GCSE. If subjects have been taken at AS, these will be taken into account if the points score exceeds their lowest GCSE grades.

6. **GENERAL NOTES**

Siblings

6.1 The Governors give priority, **within each category**, to children with brothers or sisters already at the school who will still be there when the child starts (see 4.3). Brothers and sisters may be adoptive, foster, half or step siblings, but should be living permanently at the same address.

6.2 **In respect of Foundation places, Governors do not give this priority in the case of parents or children whose church attendance no longer meets the criteria set out in 3.3.**

Parents

6.3 For the purpose of the Admissions Policy, the school follows the West Sussex County Council's definition of parents as 'those with parental responsibility'.

6.4 Governors will have regard to the exceptions noted in the School Admissions Code, where appropriate

7. **ARRANGEMENTS FOR ADMISSIONS**

7.1 All parents applying for a place, whether Foundation or Community, should complete their Local Authority Application Form, which requires parents to state three schools in order of preference. This form should be completed online at www.westsussex.gov.uk no later than Wednesday 31 October 2012.

Foundation Places

7.2 **In addition**, parents applying for **Foundation Places** should complete the Bishop Luffa School Foundation Supplementary Information Form, which includes details of the church attended. This form is available at Open Evening on Thursday 4 October 2012, from Friday 5 October 2012 online and from the School. This should be returned to the School no later than Wednesday 31 October 2012.

7.3 Those applying for Foundation Places should make an appointment to see their priest or minister and ask them to complete a Church Support Form. These are sent to clergy by the School; clergy who do not receive these forms may obtain them direct from the School. They should be returned by clergy to the Governors not later than Friday 30 November 2012 for consideration by the Governors in December 2012. The Governors will consider only those applications for Foundation places in Categories, A, B, D and E that are supported by a Church Support Form. The decision of the Governors' Admissions Committee will be conveyed to the Local Authority who will send letters to parents on 1 March 2013.

Category C Places

7.4 Those who apply for Category C must provide appropriate documentation or a letter from a qualified person (normally a doctor or a social worker) stating clearly the exceptional reasons why the child should attend Bishop Luffa School.

Community Places

- 7.5 Parents applying for **Community Places** should complete the Local Authority Application Form. This form should be completed online at www.westsussex.gov.uk no later than Wednesday 31 October 2012. **A Supplementary Information Form does not need to be completed for Community places.**

Order of Preference

- 7.6 Parents should note that the Governors will draw up the list of places solely in the order stated in Section 4. The Local Authority's role is that, if an applicant is in the position where she/he could be offered a place at more than one school, the order of preference given on the Local Authority's application form will be used by the Local Authority to determine the school at which the applicant is offered a place.

Late applicants

- 7.7 Application forms and Supplementary Information forms submitted late are considered after all those applications received by the specified deadline.

Change of address

"If you will be moving house before your child starts school, you must notify the Pupil Admissions Office. To give appropriate priority to your application from a new address, satisfactory evidence of your move must be received by 1 February 2013. It will be necessary to prove that the new address is your child's main dwelling in order to give them correct priority for admission."

"Any school place offered for your child will be on the basis of the address on the Pupil Admissions Office records and the assumption that your child will still be resident at this address in September 2013. It is your responsibility to notify the Pupil Admissions Office of any changes to your address throughout the process. **If you change residency at any time without informing the Pupil Admissions Office, this may result in the offer made being withdrawn.**

It is an offence to give a false address and to do so may result in legal action.”

- 7.9 In the event of a change of address you should also notify the Admissions Secretary at the school, providing satisfactory evidence as stated in 7.8, by 1 February 2013. The amended application will be considered by the Governors’ Admissions Committee following the procedure laid out in 4.1 – 4.5.

Proof of residency

- 7.10 “When a school is oversubscribed, priority is given to children living in the school’s catchment area. To be regarded as resident for the purpose of a school’s catchment area, a child’s permanent home must be within the area and the child is expected to live predominately at the home address.”
- 7.11 “If your child regularly stays overnight with their other parent or another relative and therefore potentially has more than one address, you must confirm this on your application form. You should give both addresses and details of your child’s living arrangements. The matter of residency will then be determined by the Pupil Admissions Office who may contact you for further supporting evidence. This would include at least two documents, for example: council tax bill, child benefit documentation, utility bill, bank statement. Additional enquiries may also be made where necessary at any stage during the admissions process. The school place for your child will be allocated according to the address the Pupil Admissions Office determines as your child’s main residence. Please note checks are carried out on all address changes. Applications made using a fraudulent address will lead to a place being withdrawn. If you have any concerns or questions about this, please contact the Pupil Admissions Office.”

Para 7.8 and 7.10-7.11.from West Sussex “Admission to Secondary School – Information for Parents” Booklet

8. **ARRANGEMENTS FOR PARENTS TO VISIT THE SCHOOL**

Parents who wish to consider sending their children are invited to attend the School's Open Evening on Thursday 4 October 2012 from 6.00pm until 9.00pm. The Head teacher will address parents and answer any questions at 6.00pm, 7.00pm and at 8.00pm in the Bartlett Hall.

9. **APPEALS PROCEDURE**

- 9.1 In accordance with the current Schools Admissions Appeals Code, the Governors have established an Appeals procedure. Parents of a child who has not been admitted to the school may appeal against the decision to an independent appeals panel. The panel consists of three members and is constituted in accordance with current regulations. The panel is entirely independent of the School and is clerked by an officer from the Legal Services Department of the Local Authority.
- 9.2 Notice of intention to appeal should be sent to the Clerk to the Governors at the School, who will then send details of the procedure.

10. **TRANSPORT**

The policy of West Sussex County Council for 2013 is yet to be confirmed.

11. APPLICATIONS AND ADMISSIONS – YEAR 7 2011

(To be updated with 2012 figures in March 2012)

Foundation places

Category	No.	Statement Or LAC	Siblings	Successful	Unsuccessful
A	179	2	75	164	15
B	58	-	13	30	28
C	6 + 3*	2	-	6	-
D	18 + 2*	-	4	-	18
E	6	-	-	-	6
F	21 + 5*	-	1	-	21
Out of PDA	4	-	1	-	4
LATE	8	-	2	-	8
TOTAL	310	4	96	200	100

** 3 Cat C, 2 Cat D and 5 Cat F applicants allocated Community places on basis of distance from school*

Community places

81 applications to Local Authority for Community places

20 Community places allocated as follows:

1 Statement of Special Educational Need

12 Siblings

7 remaining places allocated to those living closest to school

Number of appeals: 20

Number of successful appeals: 4

12. USEFUL CONTACTS

Mrs Gill Cooper, Admissions Secretary
Bishop Luffa School, Bishop Luffa Close, Chichester, PO19 3LT

Telephone: 01243 832702
Fax: 01243 531807
Email: admissions@bishopluffa.org.uk

Pupil Admissions Office, Centenary House, Durrington Lane,
Worthing, West Sussex, BN13 2QB

Telephone: 01903 270290
Fax: 01903 839214
Email: admissions.south@westsussex.gov.uk

School transport team contact details:
Transport Co-ordination Group, The Grange, Tower Street,
Chichester, West Sussex, PO19 1RH

Telephone: 01243 753530
Fax: 01243 777946
Email: school.transport@westsussex.gov.uk

Schools Department at Chichester Diocesan Office:
Church House, 211 New Church Road, Hove, East Sussex,
BN3 4ED

Telephone: 01273 421021

A large scale map of the three Deaneries is available for inspection at the school. Please telephone Mrs Gill Cooper for an appointment.