

Bishop Luffa Church of England School

ADMISSIONS ARRANGEMENTS FOR 2024

1. **AIMS**

The aims of the Admissions arrangements are, 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 students 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 arrangements are agreed in accordance with the provisions of the Schools Admissions Code 2021:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

to take effect for the entry of Year 7 students in September 2024, in consultation with the Chichester Diocesan Board of Education and a range of stakeholders.

2. **PRINCIPLES**

The following principles inform the arrangements, so that they:

- are 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 240. These places are divided into two types – Foundation and Community.

3.2 'Children who are looked after' and 'children who were previously looked after' or children who have an Education, Health and Care Plan (EHCP) naming the School are automatically allocated a place following the procedure outlined in 4.3.
(see 3.5 Frequently Asked Questions).

3.3 **Foundation – 215 places**

Category A – 170 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 3.5 Frequently Asked Questions).

Category B – 35 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 3.5 Frequently Asked Questions).

Category C (Exceptional and compelling circumstances) - 10 places*

*(*but see note 4.4.3)*

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 an EHCP names the school. Parents applying for admission for a child in this category must provide appropriate documentation in support (e.g. 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 3.5 Frequently Asked Questions).

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 3.5 Frequently Asked Questions).

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 3.5 Frequently Asked Questions).

Category F

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

3.4 Community – 25 places

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

3.5 Frequently Asked Questions

1. When is church attendance measured up to?
The minimum period of continuous church attendance is measured up to the deadline date for the return of the Church Support Form – Friday 24 November 2023
2. What if we have moved church?
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.
3. What does ‘communicant status’ mean?
*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 Church Representation Rules).
Category B status is determined by the Church or denomination’s definition of the criteria of full membership.*
4. Does ‘parents’ include guardians and single parents?
Yes. 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.
5. Does it matter which church we attend?
There are different categories for Anglicans and for those who attend other churches. Christian churches that are members of Churches Together or of the Evangelical Alliance are recognised under Categories B and E.
6. What does ‘looked after’ mean?
A ‘child who is looked after’ 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 ‘child who was previously looked after’ is defined as a child who was previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order.

7. What is an 'EHCP'?

An EHCP is an Education, Health and Care Plan. Priority within the appropriate category will be given to children with an EHCP which names the school.

8. Is there any priority for children of members of staff?

Children of staff who have been employed on a permanent contract at the school for two or more years at the time of application will be given priority within the appropriate category.

4. **PROCEDURE**

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 have to complete a School Supplementary Information Form (**but see note below**).

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. Parents who seek a Christian education for their child 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 215 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. 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. 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:

1. 'Children who are looked after', 'children who were previously looked after', children who have an EHCP naming the School, and children of staff who have been employed on a permanent contract at the school for two or more years at the time of application 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.
2. Children who live within the Primary Designated Area, the geographical area within the Chichester Diocese, defined by the three deaneries of Chichester, Arundel & Bognor, and Westbourne, who will have a brother or sister of statutory school age on roll at Bishop Luffa School in September 2024, or will have a brother or sister in Bishop Luffa Sixth Form in September 2024 who has been on the statutory school roll, in order of proximity to the School.
3. All other children who live within the Primary Designated Area, the geographical area within the Chichester Diocese, defined by the three deaneries of Chichester, Arundel & Bognor, and Westbourne, in order of proximity to the School.
4. Children who live outside the Primary Designated Area, the geographical area within the Chichester Diocese, defined by the three deaneries of Chichester, Arundel & Bognor, and Westbourne, who will have a brother or sister of statutory school age on roll at Bishop Luffa School in September 2024, or will have a brother or sister in Bishop Luffa Sixth Form in September 2024 who has been on the statutory school roll, in order of proximity to the School.

5. All other children who live outside the Primary Designated Area, the geographical area within the Chichester Diocese, defined by the three deaneries of Chichester, Arundel & Bognor, and Westbourne, 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. Up to 170 Category A applicants
 2. Up to 35 Category B applicants
 3. All designated Category C applicants
If the number of children who meet the criteria for Category C (see 4.3.1) exceeds 10, 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 Category D applicants
7. Any Category E applicants
8. Any Category F applicants

up to the admission limit of 215 Foundation places.

- 4.5 Community places – up to 25 places
West Sussex Pupil Admissions Office supplies the school with a full list of applicants. Governors rank Community place applicants in the order outlined in Section 4.3, including any unsuccessful Foundation place applicants who live within 3 kms of the school

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).

If Community vacancies occur through withdrawal, places are offered to Community applicants following the order outlined in 4.3. The list of Applicants on Record is updated annually during the Autumn term.

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. During each academic year applicants may submit a further application supported, in the case of Foundation places, by a Church Support Form.
- 4.7 Parents should note that the list of Applicants on Record is drawn up following the criteria laid out in 4.3. When a vacancy occurs, the applicant who comes first in the same category which a student has left is offered the place. This is in order to maintain the balance outlined in 3.3. 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 Board of Governors.

5. **SIXTH FORM ADMISSIONS**

- 5.1 Bishop Luffa School is a Church of England Academy. Admissions are controlled by the Governors. Admissions to the Sixth Form are from the school's Year 11 students 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 5 or above, with usually a grade 6 or above in the subjects they wish to study at A level. Applicants wishing to study Maths need to have achieved at least a grade 7 at GCSE. Specific subject requirements are detailed in the Sixth Form prospectus.
- 5.3 The Governors consider that the maximum entry into the Sixth Form is 400. The deadlines for application forms to be handed in are 22 January 2024 for internal applicants and 13 November 2023 for external applicants. From applications received by the relevant deadline:
- 160 places are offered to Year 11 students at Bishop Luffa School (but see note below*)
 - Further places are offered to those applying from outside the school and then to any late applicants
 - Offers are conditional upon applicants meeting the academic criteria for each subject applied for (see Sixth Form prospectus for details)
 - If over-subscription occurs for a specific subject then rank order (by average GCSE score) will be used to select applicants. Alternative subjects will then be offered to those applicants who are not able to follow their originally chosen study programme.

**If there are more students who meet the academic criteria, and if the school leadership feels that class sizes will remain at an acceptable level, the number of places can be temporarily increased, following consultation with Governors*

- 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 'children who are looked after', 'children who were previously looked after' and children who have an EHCP naming the School, followed by those ranked up to 140; the same procedure will take place for the cohort of external applicants.
- 5.5 Late applications are considered only if places remain after all applicants have been allocated. Applicants from Bishop Luffa School who initially opt to go to another institution but then change their minds will 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.
- 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 In the event of over-subscription, the average points score (aps) will be reckoned using the best 8 subject grades at GCSE.

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.

Parents

- 6.2 For the purpose of the Admissions arrangements, the school follows the West Sussex County Council's definition of parents as 'those with parental responsibility'.
- 6.3 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 31 October 2023.

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 will be available on the school website, or from the school office from September 2023. The form should be returned to the school no later than 31 October 2023.
- 7.3 Those applying for Foundation Places who attend Church on a regular basis 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 school no later than Friday 24 November 2023 for consideration by the Governors in December 2023. Applications can only be considered for categories, A, B, D and E if they are supported by a Church Support Form. The decision of the Governors' Admissions Committee will be conveyed to the Local Authority who will notify parents on 1 March 2024.

Category C Places (Exceptional and Compelling circumstances)

- 7.4 Those who wish their application to be considered 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 31 October 2023. A Supplementary Information Form does not have to be completed for Community places (**but see note to 4.1 above**).

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 Applications to the Local Authority and/or Supplementary Information forms submitted after the specified deadline are ranked after all those applications received on time.

Proof of residency and change of address

- 7.8 Governors follow the West Sussex County Council's policy. Information regarding the address used for admissions, supporting evidence which may be required and the deadline for applicants who move into the area after 31 October 2022 can be found in the 'Information for Parents booklet' which is available on the West Sussex County Council website: www.westsussex.gov.uk
In the event of a change of address you should also notify the Admissions Officer at the school.

8. ARRANGEMENTS FOR PARENTS TO VISIT THE SCHOOL

Parents who are considering sending their children are invited to attend the School's Open Evening or one of the scheduled Open Mornings in October when they will have an opportunity to look around the school and hear a presentation by the Head Teacher. Details will be published on the school's website from the Autumn Term.

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 Board of Governors at the School, who will then send details of the procedure.

10. TRANSPORT

Parents will be required to make their own travel arrangements for their children.

11. APPLICATIONS AND ADMISSIONS – YEAR 7 2023

Foundation places

Category	No.	Priority**	Staff	Sibling	Successful	2 nd /3 rd pref	Unsuccessful
A	120	1	1	35	114	6	0
B	61	1	0	15	39	22	0
C	22	10	6	5	17	5	0
D	64	0	2	22	45	4	15
E	13 (+2*)	0	0	3	0	0	13
F	86 (+ 13*)	0	0	6	0	3	83
TOTAL	381	12	9	86	215	40	111

***Priority applicants are children with an EHCP and children who are 'Looked After' or were previously 'Looked After'. (Includes 4 Ukrainian refugees)*

**2 unsuccessful Category E and 16 unsuccessful Category F applicants to be offered Community places*

Community places

25 Community places allocated as follows:

Priority applicants: 0

Siblings: 18

7 remaining places allocated based on distance from the school

Number of appeals: tbc

Number of successful appeals: tbc

12. USEFUL CONTACTS

Mrs Gill Cooper, Admissions Officer
Bishop Luffa School, Westgate, Chichester, PO19 3HP

Telephone: 01243 832702

Email: admissions@bishopluffa.org.uk

Pupil Admissions Office at WSCC

Telephone: 0330 2223444

Email: admissions.south@westsussex.gov.uk

School transport team contact details:

Transport Co-ordination Group at WSCC

Telephone: 01243 753530

Email: school.transport@westsussex.gov.uk

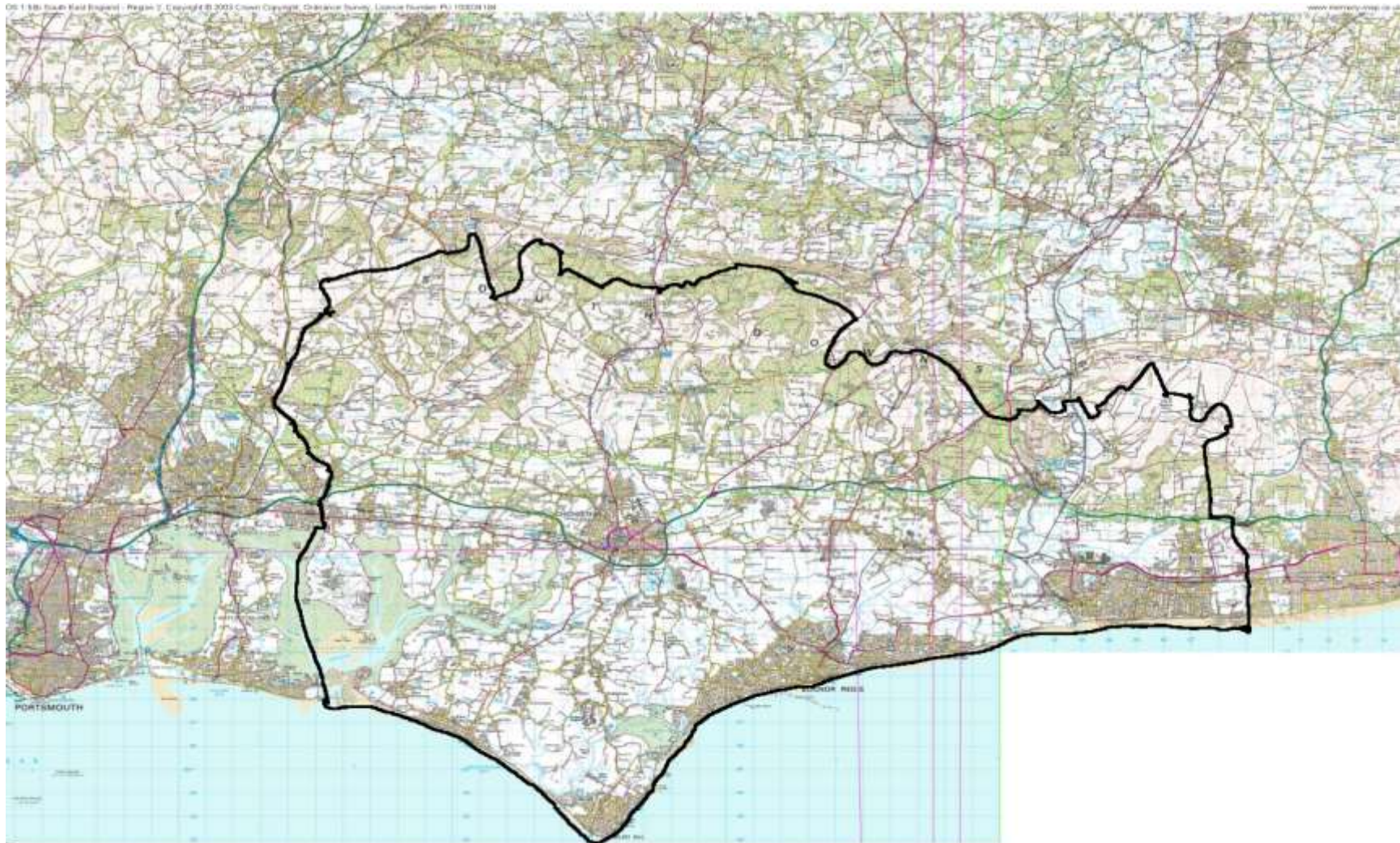
Schools Department at Chichester Diocesan Office:

Church House, 211 New Church Road, Hove, East Sussex,
BN3 4ED

Telephone: 01273 425687

Email: schools@chichester.anglican.org

Diocese of Chichester: Deaneries of Arundel and Bognor, Chichester and Westbourne



A large scale map of the three Deaneries, which make up the Primary Designated Area, is available for inspection at the school. Please telephone Mrs Gill Cooper for an appointment.