Admissions Arrangements 2027

1. AIMS

Bishop Luffa School was founded in the 1960s to serve families who attended churches in Chichester and the surrounding areas. The school's vision was for all its students to experience an education underpinned by the values of the Gospel. This vision is exactly the same today. The school is committed to serving church families and open to everyone, as the Church of England's churches are open to everyone.

The Admissions Arrangements are agreed in accordance with the provisions of the Schools' Admissions Code 2021:
https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf

These arrangements take effect for the entry of Year 7 students in September 2027, following consultation with the Chichester Diocesan Board of Education and other stakeholders.

2. PRINCIPLES

The aim of these admissions arrangements is to:

- nurture the worshipping Christian community in the local area
- contribute to the wider mission of the Chichester diocese
- support the Christian commitment to family life.

3. PRACTICE

All applications are placed into one of the following categories:

SC special circumstances

A regular attendance at a Church of England church for two years or more

B regular attendance at another Christian church for two years or more

C community place

D attendance at a Church of England church; at least monthly attendance at a Church of England church for one year or more

E attendance at another Christian church; at least monthly attendance at another Christian church for one year or more

F followers of another recognised World Faith, who can prove regular engagement with worship and membership of a faith community for at least two years

G all other applicants.

Please see 'definitions' section (below) for more detailed explanation of terms used above.

Governors consider all applications and put them into rank order in each category using the following list of priorities:

Priority 1: the children of staff at Bishop Luffa School;
Priority 2: siblings of current Bishop Luffa students;
Priority 3: children who attend a primary school that is part of the Bishop Luffa Learning Partnership;
Priority 4: proximity to Bishop Luffa School.

Any children of staff who do not meet the criteria for Categories A, B or C are ranked in Special Circumstances category.
Distance is used to rank applicants within each of the priority groups.

Intended distribution of places:

Category	Target number of places
SC	10
A	170
B	35
C	25

Once the number of applicants with Special Circumstances is known then the target numbers for categories A and B are reduced on a pro rata basis. The number of Category C places cannot be reduced.

If the target number in any category is not reached, then the unused places are allocated in this order:

1. Any remaining Category A applicants
2. Any remaining Category B applicants
3. Any Category D applicants
4. Any Category E applicants
5. Any Category F applicants
6. Any Category G applicants.

4. DEFINITIONS

Another Christian church

To qualify, churches must be members of Churches Together, the Evangelical Alliance, Affinity or FIEC.

Another recognised World Faith

One of the other major World Faiths as listed in the UK's 2021 National Census i.e. Buddhism, Hinduism, Islam, Judaism, or Sikhism.

Children of staff at Bishop Luffa School

To qualify, staff must have been working on-site at the school for two full years at the time of application.

Church Attendance

Students at Bishop Luffa School come from a wide range of churches, which we think is an asset to the school. Services do not look the same in all churches and are offered at different times and in different locations. To count for admission to Bishop Luffa, the service must be led by an ordained priest or minister and contain three distinct sections: preparation for worship, the Liturgy of the Word and prayers. The service does not have to take place on a Sunday.
One of the aims of our admissions arrangements is to support family life, and we hope that families will attend services together. If a child attends church regularly then all our conditions have been met for Categories A and B. If the child who is applying is unable to attend church, we will accept a parent or guardian's attendance instead, but require them to meet the criteria for full membership of that church. Parents do not have to be living in the same house as the child for church attendance to count, but must have 'parental responsibility' for that child.

Community place

There are 25 places reserved for children who live within 3km of the school. Community places are allocated following the practice set out in Section 3 above.

Foundation Place

A place at the school that is based on the family's faith.

Parental Responsibility

This is a legal definition which is explained here:
https://www.gov.uk/parental-rights-responsibilities#:~:text=for%20parental%20responsibility-,What%20is%20parental%20responsibility%3F,protect%20and%20maintain%20the%20child

Primary schools that are part of the Bishop Luffa Learning Partnership

An applicant will gain priority status in the Admissions Arrangements if their primary school is an academy within Bishop Luffa Learning Partnership by the date of publication of Admissions Arrangements, which is 28th February 2026.
Schools that are eligible for priority status for admission in September 2027 are:

- Rumboldswhyke C.E. Primary
- Lavant C.E. Primary
- Fishbourne C.E. Primary
- West Dean C.E. Primary

Regular attendance

Regular attendance means attending church for at least three weeks out of four during the two years prior to application

Special Circumstances

Children who have an Education Health Care Plan or who have been in care at some point in their lives, either in the UK or abroad, will automatically qualify for the Special Circumstances category and are ranked with the highest priority in this category

Other circumstances will be considered if the application demonstrates that Bishop Luffa School is the only school that can meet that child's needs and shows why the church attendance criteria cannot be met. See Section 5.3

5. ARRANGEMENTS FOR ADMISSIONS

5.1 The first step for all applicants is to complete the Local Authority Application Form, which requires the applicant to state three schools in order of preference. This form should be completed online at www.westsussex.gov.uk. The closing date for applications is 31st October 2026.

5.2a In addition, anyone applying for a Foundation Place should complete the Bishop Luffa School Foundation Supplementary Information Form, which asks for details about the church that the applicant attends or the Special Circumstances to be considered. This form will be available for completion online on the school website from September 2026. The form should be completed no later than 31st October 2026.

5.2b 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 forms are sent directly to clergy by the school. Clergy should complete and return the forms no later than Friday 20th November 2026 for consideration by the Governors in December 2026. Applications can only be considered for categories, A, B, D, E and F if they are supported by a Church Support Form.
Applications without a Church Support form can only be considered for category G.

5.2c 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.

Category SC Places (Special Circumstances)

5.3 Those who wish their application to be considered for Category SC must provide appropriate documentation or a letter from a qualified person (normally a doctor or a social worker) stating clearly the reasons why the child should attend Bishop Luffa School.

Community Places

5.4 Parents and carers 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 31st October 2026. A Supplementary Information Form does not have to be completed for Community places.

Order of preference

5.5 Parents and carers should note that the Governors will draw up the list of places solely in the order stated in Section 3. Governors do not know whether Bishop Luffa School was the first, second or third choice on the application form. The Local Authority Admissions team have that information; it is their role to allocate a school based on those choices, once they know the order in which each application has been ranked by each of the three preferred schools.

Late applicants

5.6 Applications to the Local Authority and/or Supplementary Information forms submitted after the specified deadline are ranked after applications that have been received on time.

Proof of residency and change of address

5.7 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 31st October 2026 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.

Notification of outcome

5.8 Once all of the information listed above has been gathered and the Governors' Admissions Committee have decided on the category that best fits each application, the School's Admissions Officer puts all of the applications into rank order following the practice outlined in Section 3. Rankings are then shared with the Local Authority Admissions team, who know whether Bishop Luffa School has been chosen as the first, second or third preference. The Local Authority uses the rankings from the school and the preferences listed by families to decide which school to offer. Families will be notified which school their child has been allocated on 1 March 2027.

6. ARRANGEMENTS FOR PARENTS & CARERS TO VISIT THE SCHOOL

Parents and carers who are considering sending their children to Bishop Luffa School 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.

7. APPEALS PROCEDURE

7.1 The School is the Admissions Authority and in accordance with the current Schools Admissions Appeals Code the Governors have established an Appeals procedure.
https://assets.publishing.service.gov.uk/media/6335a0c88fa8f506931f6d44/School_Admission_Appeals_Code_2022.pdf
Parents or carers 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.

7.2 Notice of intention to appeal should be sent to the Clerk to the Board of Governors at the School.

8. IN-YEAR ADMISSIONS FOR YEARS 7 – 11

8.1 All applications for a place at the school are considered by the Admissions Committee, who meet regularly through-out the school year. Applications are placed in categories and a waiting list, or 'list of Applicants on Record', is drawn up. Places are then offered as they become available. If a student leaves, their place is offered to the person ranked highest on the waiting list in the same category as the person who has left. During each academic year applicants may submit a further application supported, in the case of Foundation places, by a Church Support Form.

8.2 Bishop Luffa School is a member of the Local Authority's Fair Access Panel, which places students who are unable to find a mainstream school. We have agreed to accept students if directed to by the panel. These students 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.

8.3 Offers for all in-year places will be communicated by the Local Authority on behalf of the Board of Governors.

9. SIXTH FORM ADMISSIONS

9.1 Bishop Luffa School is an academy, which means that admissions are controlled by the Governors. 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 Sixth Form Eucharists, which take place twice in the school year.

9.2 The minimum requirement for admission to the Sixth Form is five GCSEs at grade 5 or above. Individual subjects have their own entry requirements, which are agreed by the School's Leadership Team and approved by Governors. These are published in the Sixth Form Prospectus: https://www.bishopluffa.org.uk/sixth-form/sixth-form-prospectus/

9.3 Governors consider that the maximum number of students the Sixth Form can accommodate across Years 12 and 13 is 400. The deadlines for application forms to be handed in are 25th January 2027 for internal applicants and 16th November 2026 for external applicants. Offers are conditional upon applicants meeting the academic criteria for the subjects they wish to study (see Sixth Form prospectus for details)

9.4 In the event that there are more applicants than places available in the Sixth Form, students who have been in the care of the Local Authority at some point in their lives and students who have an EHCP that names the School are given priority. Following that, all applicants who have met the academic criteria will be ranked in order of their average points score based on their top 8 GCSE grades.
If a specific subject is over-subscribed, then the same process is followed. Alternative subjects will then be offered to those applicants who are unsuccessful.

9.5 Late applications are only considered once applications received on time have been allocated.

9.6 All candidates', both external and internal, places at Sixth Form will be confirmed online on or soon after GCSE results day if they have met the entry criteria for the courses chosen. If candidates have not met the entry criteria for their courses, then alternative courses will be offered where appropriate.

10. GENERAL NOTES FOR ENTRY TO BISHOP LUFFA SCHOOL AND SIXTH FORM

Siblings

10.1 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. Brothers and sisters may be adoptive, foster, half or step siblings, but should be living permanently at the same address.

Parents

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

10.3 Governors will consider the exceptions noted in the School Admissions Code, where appropriate.