



## Admissions Policy - Year 7 September 2027

**Date of next review:** Annually

**Reviewed by:** SLT

**Final Approval:** Full Trust Board

**The Academy Trust of Bishop Stopford School is the Admissions Authority in this Academy and the Trustees are therefore responsible for the implementation of this policy.**

The Core Values of the Academy which relate specifically to this policy state that we are working together to form relationships based on:

- **Faith** – everyone is invited to develop their understanding of Christian belief, worship and lifestyle.
- **Justice** – everyone is entitled to be treated fairly and to promote the self-esteem of others.
- **Responsibility** – everyone is expected to understand the consequences of their actions.
- **Truth** – everyone is required to be honest and to communicate in a positive manner.
- **Compassion** – everyone is encouraged to be generous in their concern for others

Such values underline the Academy's intent to enable every child to fulfil their unique potential.

The trustees will allocate places up to the published admission number (216) according to the categories outlined and apply the oversubscription process as required:

1. Children who have an Education, Health and Care Plan (EHCP) which names the Academy as the appropriate provision and where the Academy agrees it can meet the individual need;
2. Children who are looked after or previously looked after;
3. Children who have applied under Social and Medical needs (up for 4 places);
4. Children who have applied under Local Community (up to 4 places);
5. Children who have applied under Faith Affiliation.

### Categories

Families can only apply under **one** of the following categories.

#### **1. EHCP**

A student with an Education, Health and Care Plan which names the Academy as the appropriate provision and where the Academy agree that the needs of the student can be met.

#### **2. Looked after or previously looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, or children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only. (Appendix 1: full definition)

#### **3. Children with Social and Medical Needs (up to 4 places)**

Children whom the trustees accept have exceptional social or medical needs but who do not have an EHCP. Applications will only be considered under this category if they are supported by a written statement from a medical consultant, senior social worker or educational psychologist. In each case, there must be a clear connection between the child's need/s, why Bishop Stopford School is the appropriate educational setting to meet these needs, and an explanation of the difficulties which would be caused if the child were to attend another school.

If more than four students qualify under these criteria, then the tie -breaker will be used.

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#### **4. Local Community (up to 4 places)**

The Academy will allocate up to 4 places for those within the local community who would like to attend Bishop Stopford School but are not eligible on other grounds. Applications under this category will be ranked by distance from the school, using NNC data, where the address given is the child's primary residence.

#### **5. Religious Affiliation**

Applications will be ranked according to the religious affiliation selected by parents on the Admission Application Form (AAF). Those with siblings who will be on roll at the Academy (including Sixth Form) at the time of admission will be placed above those without siblings within each category of faith affiliation (1-5).

The faith leader will be asked to complete a similar form (sent out by the Academy) to corroborate this information. Trustees must receive both forms (the AAF form and the faith leader form) in order to assess the application. If there is a discrepancy between the two forms, the Trustees will accept the faith leader's priority score. In the event of a tie, the tie-breaker will be used (see below).

Applications under this category will be allocated on the basis of categories 1-5 listed on the AAF form. If all available places have been allocated and applicants of equal priority remain unplaced, then the tie-breaker will be used for all applicants (e.g. if priorities 1-4 are filled, but only 3 available spaces remain in priority 5 with 8 applicants, all 8 will be subject to the tie-breaker.)

#### **Tie-breaker**

Should there still be a tie, places will be awarded to those students who live nearest to the school **at the time of application**. North Northamptonshire Council's GIS computer system will be used to determine the distance of the applicant's permanent home from the school.

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

#### **Siblings of Multiple Births**

Where the last available place in category 4 (Local Community) or 5 (Religious Affiliation) is offered to one sibling of a multiple birth, the remaining siblings will also be admitted.

#### **Sibling Link**

Applicants who have a sibling who will be on roll **at the point of admission** will be prioritised above those without a sibling in all priorities within the Faith Affiliation category. (e.g. Faith priority 1: applications from siblings will be ranked above applications without a sibling link.)

#### **Children of staff members**

Applications made for the children of staff directly employed by Bishop Stopford School, who have a permanent contract, and have been employed on a continuous basis for at least 2 years **at the point of admission** will be prioritised in categories 3, 4 and 5 of application. (This applies to both Teaching and Associate staff. This does not include Fixed Term, Temporary, Casual or Zero Hours contracts.)

This means that in categories 3, 4 and 5, the order will be ranked by distance in the following order: children of staff; children with a sibling link; children without a sibling link.

#### **Waiting List**

Should a space become available before the year 6 into 7 appeals, the ranked list (Appendix 1: full definition) will be used to offer a place to the next student.

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Subsequent to appeals, the Academy will hold a waiting list (Appendix 1: full definition) until 31 August in the year of admission. Parents must initially contact the Academy and request that their child's name is placed on the waiting list. This can be done by telephone to the Admissions Administrator (01536 359409) or email: [admissions@bishopstopford.com](mailto:admissions@bishopstopford.com). Students will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the Academy, it will be allocated according to these criteria.

### **In-Year admissions**

A request for an in-year admission must be made by contacting the Admissions Administrator (01536 359409) or emailing [admissions@bishopstopford.com](mailto:admissions@bishopstopford.com) for further details.

### **Right of Appeal**

Should an applicant be refused a place, parents have the right to appeal against the trustees' decision to an Appeals Panel set up by the Diocesan Board of Education. Parents wishing to appeal should contact:

The Appeals Administrator, Diocesan Board of Education, Bouverie Court, 6 The Lakes, Northampton NN4 7YD. Tel: 01604 887006

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## Appendix 1 – Definitions

### 1. Places of Worship

The Academy uses census data to inform their recognition of the following major world faiths. The Academy will review the faith communities after the publication of new census data to reflect the local and national picture. The Academy recognises the following faiths: Christian, Buddhist, Hindu, Islamic, Jewish and Sikh. Appendix 2 outlines the Academy's list of recognised faith communities.

### 2. Attendance\* (Oversubscription Category 5)

- **Frequently:** [the family] have **participated fortnightly - or more regularly** (i.e. 26 or more times a year) for a period of **at least three consecutive years up to the date of application** at the place of worship.
- **Occasionally:** [the family] have **participated at least monthly** (i.e. between 12 and 26 times a year) for a period of **at least three consecutive years up to the date of application** at the place of worship.
- **Attached to:** [the family] have **participated fewer than 12 times a year** at the place of worship.
- **Other:** this category may be used by families whose faith community is not recognised within our Admissions Policy or by those who do not belong to a faith community.

### 3. Family

The family is defined as the child for whom the application is made, and their parent(s). Applicants can supply copies of any legal documents to support the application if they are legal guardians, rather than biological parents.

### 4. Home

This is the child's permanent home and is the address of the parent with whom they spend the majority of time during the school week. Proof of residence can be requested at any time during the admissions process. This will normally be in the form of a utility bill, (e.g. electricity, gas etc) less than 3 months old.

### 5. Lists

- The **ranked list** is the list submitted by the governors to the Local Authority in January for the coordinated admissions process.
- The **waiting list** is created after the appeals process and held by the school. Families can ask to be placed on the waiting list, which is ranked according to the oversubscription criteria, in case a place becomes available.

### 6. Looked After Children

- 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 (see section 22(1) Children Act 1989) at the time of making an application to a school.
- A previously Looked After Child is a child who was looked after but ceased to be so because the child was adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or become the subject of a child arrangements order (section 8 Children Act 1989) or a special guardianship order (section 14A Children Act 1989).
- A previously Looked After Child is a child who appears to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted.

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Evidence from the relevant social services department may be requested to determine eligibility under this criterion.

## 7. Parents

Section 576 of the Education Act 1996 defines “parent” as:

- All natural (biological) parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

## 8. Sibling

A sibling, sometimes known as a brother/sister, is:

- A brother or sister sharing the same parents;
- A half-brother or half-sister where two children share one common parent;
- A step-brother or step-sister, where two children are related by a parent’s marriage/partnership;
- Adopted children.

Siblings must be living at the same address when the application is made.

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## Appendix 2 – Faith communities

This appendix sets out the Academy's approach to identifying the faith communities recognised within the faith priorities.

### **Christian faith communities**

Within this policy 'Christian church' means any church which is:

- a full member of Churches Together in England, or Churches Together in Great Britain, or
- a member of a local Churches Together group, or
- a member of the Evangelical Alliance, or
- a partner church of Affinity, or
- a member of the Anglican Communion Worldwide as set out in the list of members maintained by the Anglican Communion Office and available on their website [www.anglicancommunion.org](http://www.anglicancommunion.org)

In addition, we will recognise churches who, while not belonging to one of the groups above, share core values and beliefs that align closely with our school's ethos and educational philosophy. By allowing admissions from these churches, we aim to create a cohesive and harmonious school community that upholds our core values and enables our students to fulfil Our Intent.

A list of these churches will be published by the Academy alongside the Admissions Policy. This list will be reviewed at the discretion of the Headteacher and Chair of Governors, and always within the timeframes of consultation on the Admissions Policy.

Churches who would like to be considered should contact the Admissions Lead – [admissions@bishopstopford.com](mailto:admissions@bishopstopford.com) - in the first instance and must ensure they meet the criteria outlined below. Christian churches which do not meet the definition as above but do meet all of the following criteria, will be accepted *within that round of admissions* as an established place of worship if:

1. Evidence of the qualifying conditions 1, 2 and 3 as detailed below are provided; **and**
2. Evidence of at least three of the conditions 4a- e are publicly available or presented; **and**
3. The place of worship actively engages with the Bishop Stopford Admissions Team in order to be accepted as an established place of worship by contacting the Admissions Lead in advance.

**It is the responsibility of the place of worship to fulfil these criteria and present evidence to the school, and not the school's responsibility to seek out the evidence.**

The following qualifying conditions 1- 3 all need to be fulfilled to be recognised as an established place of worship:

1. A publicly available statement of faith, which is in agreement with the Trinitarian beliefs of the Church of England, and the sacraments detailed here: [What we believe | The Church of England.](#)
2. Agreement with Church of England key educational documents, including the Vision for Education (2016), and Valuing All God's Children (2017) which can be found here: [Education Publications | The Church of England.](#)
3. Evidence of an active worshipping community in the form of at least weekly public gatherings for worship and teaching (and, where this is not possible due to closures, online). This can be evidenced by, for example, an updated webpage or social media presence with images and information. ie Existence of the church (or parent church/organisation if a plant) being open for acts of public worship for at least two years.
4. In addition to the above, three or more of the following conditions need to be fulfilled in order to be recognised as an established place of worship:
  - a) Active recent online presence (e.g. a website or social media) within the last three months.
  - b) Wider mission work, charitable acts or community engagement within Kettering, Northamptonshire or the surrounding area.
  - c) Some form of children's or youth ministry, taking place during a Sunday service or midweek, led by members of the congregation.

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- d) A calendar of social events, activities or small group teaching such as a home group, which meets the contextual needs of the congregation.
- e) Evidence of networking or partnership work with other local churches.

It is the responsibility of the Church Leader to ensure that the place of worship meets the criteria as set out above. Applicants are strongly advised to discuss their application with their Church Leader well in advance of the application deadline in order to ensure the criteria are met. The Church Leader should contact the school directly if there are any queries concerning the information detailed above: [admissions@bishopstopford.com](mailto:admissions@bishopstopford.com).

### Other Faith Communities

The Academy recognise the following as being the definition of other major world faiths: Buddhist, Hindu, Islamic, Jewish and Sikh. The Academy will publish a list of recognised organisations within these faiths alongside the Admissions Policy. This list will be reviewed at the Headteacher and Chair of Governor's discretion, and always within the timeframes of consultation on the Admissions Policy.

Places of worship that would like to be considered should contact the Admissions Lead – [admissions@bishopstopford.com](mailto:admissions@bishopstopford.com) - in the first instance. Any place or worship that wishes to be considered must ensure they meet the criteria outlined below. They will be accepted in *that round of admissions* if they can evidence the criteria below:

- Charitable status and/or registered status as a place of worship (under the Places of Worship Registration Act 1855 (PWRA)) **and**
- Clear safeguarding arrangements with a designated safeguarding lead **and**
- A commitment to support young people in their exploration of faith and in upholding the values of both the faith and the school community

It is the responsibility of the Faith Leader to ensure they have provided the evidence to demonstrate that their place of worship fulfils the criteria outlined above.

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### **Appendix 3 - GUIDANCE NOTES**

The application form will be used as the basis for the allocation of places in accordance with the Academy Trust Policy on Admissions.

***If the admission application is for the transfer between Year 6 and Year 7 the parent / guardian must also apply on the common application form provided by your home local authority.***

The name, address and telephone number of the parent and child will be provided to the Faith Leader. This information is issued strictly under Data Protection guidelines and will only be used for application purposes.

#### Frequently Asked Questions

1. What if we attend more than one place of worship?

Please let us know if you are members of more than one congregation by giving the names of all the places of worship and of the Faith Leaders. We will send forms to all places of worship for completion.

2. What if we have just moved to the area?

Please inform us of your current pattern of worship and also your previous pattern in the relevant time period and contact details of previous Faith Leader. Remember to inform your previous Faith Leader that they will be asked to complete a form.

3. What if the Faith Leader is new?

Your new Faith Leader will probably consult people in your place of worship who will know about your involvement. For example, a churchwarden may be able to help give a clear picture of church commitment.

4. What if we are in an interregnum or the faith leader is on sabbatical?

Other leaders in your place of worship should be able to help with the Faith Leader form. Please give details of whom we should contact.

5. What if we have a problem with the application form?

Please contact Mrs Kirsty Smith (Admissions Administrator) or Mrs Clare Smith (Deputy Headteacher, Pastoral, Safeguarding and Wellbeing)

Telephone: 01536 503503

Email: [admissions@bishopstopford.com](mailto:admissions@bishopstopford.com)

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