

RIPLEY ST THOMAS CHURCH OF ENGLAND HIGH SCHOOL
Draft Admissions Policy 2011 – 2012

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure, and also available online at www.lancashire.gov.uk/e-admissions, between 6th September 2010 and 31st October 2010. It is not normally possible to change the order of your preferences for schools after the closing date.

A supplementary form must be completed for all applications wishing to be considered on faith criteria. This supplementary form is available from the school, and should be returned to the school **by Sunday 31st October 2010**.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on Tuesday 1st March 2011. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority. The school is not able to offer places beyond its admission number (256).

Admission procedures

The number of places available for admission to Year 7 in the year 2011 will be a maximum of 256. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number.

Under the statutory Code of Practice the Governing Body operates a system of equal preferences under which all preferences are considered equally and allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Children in public care.
2. Places will then be allocated using the following points system which reflects the fact that Ripley St Thomas is a Voluntary Aided Church of England School:

Points will be given:

- (a) (i) to children whose parents attend public acts of worship at a Church of England or Methodist Church (to a maximum of 6 points)
- (ii) to children of parents who attend public acts of worship at other Trinitarian denominational churches which are also members of Churches Together in England or are members of the Evangelical Alliance or Free Churches' Group, or are included on a list of other churches approved by the Governors (to a maximum of 5 points)
- (iii) to children who themselves attend public acts of worship* at Church of England or other Trinitarian denominational churches which are also members of Churches Together in England or are members of the Evangelical Alliance or Free Churches' Group, or are included on a list of other churches approved by the Governors (to a maximum of 6 points).
This **does not include attendance with school where this is part of the normal school day.*
- (iv) In addition, for the period of time that parents and children have worshipped with the regularity stated on the Supplementary Form (to a maximum of 5 points in the case of parental attendance and to a maximum of 5 points in the case of the child's attendance).

Information concerning Church attendance must be verified **by 31st October 2010** through the submission of a Supplementary Form, which is available from the School and which must be completed by the parent together with the appropriate member of the clergy and counter-signed by the latter.

- (b) to children who attend a Ripley Trust Foundation School (ie Scotforth St Paul's, Lancaster Christ Church, Skerton St Luke's) (2 points).
- (c) to children who attend any other Church of England Primary School (1 point).
- (d) to brothers and sisters of those children who are currently on the school roll and who will be continuing into the next academic year (2 points). Note: "brother" or "sister" includes step, half, foster and adopted siblings living at the same address.

- (e) to a child of a marriage where one parent has died and the surviving parent remains a widow or widower (6 points). This reflects the original foundation of the school.
3. In the event that places remain unfilled after the application of criteria 1 and 2, remaining places will be allocated according to the straight line distance from home to school, nearer addresses having priority over more distant ones.

Notes:

- Children in Public Care refers to children who are in public care at the time when preferences are expressed and are still expected to be in public care when admitted to the school.
- The list of Churches Together in England can be found on the website cte.org.uk, and is taken as that on 1st September in the year of application for admission to the school. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. Members of the Free Churches group can also be found on the website cte.org.uk and members of the Evangelical Alliance can be found on the website www.eauk.org.
- Where two or more applicants achieve the same number of points under criterion 2, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line on a computer 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.
- Applications received without submission of a Supplementary Form will be considered after all others and will be ranked solely according to the straight line distance from home to school, as above.
- Offers of places under the equal preference system and will be sent to parents on Tuesday 1st March 2011 by the Local Authority.

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 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 for 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 for the autumn term only.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents 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. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents 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 should notify the clerk to the governors at the school by 7th May, 2011.** Parents 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.

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 (for example a false claim to residence 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.