

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



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## PROPOSED ADMISSIONS POLICY 2019 - 2020

Applications for admission to the school should be made online between 1st September 2018 and 31st October 2018 via the Local Authority website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools). It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority electronic form, stating three preferences. Parents who wish their application to this Church of England Academy to be considered against the faith criteria **should** also complete our supplementary form. The supplementary form is available from the school, and should be returned to the school by 31st October 2018. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

The school is not able to offer places beyond its admission number (280). Offers of places under the equal preference system will be sent to parents on 1st March 2019 by the Local Authority. Parents of children not admitted will be offered an alternative place by the Authority.

### Admission procedures

Arrangements for admission have been agreed following consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. **The number of places available for admission to Year 7 in September 2019 will be a maximum of 280.** 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.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a Statement of Educational Need or Health and Care Plan naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority:

#### 1. Looked After and Previously Looked After Children.

'Looked After' means that the child 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 at the time of making an application to the school. 'Previously Looked After Children' are children who were Looked After, but immediately after being Looked After became subject to an adoption, residence or special guardianship order.

#### 2. Children of staff at the school

This applies to all staff, full and part time, who are employed by the school on a permanent contract of employment with the Academy in either or both of the following circumstances:

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### 3. 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 Academy:

##### Points will be given:

- for attendance by the parent or child\* at public worship (or, in the case of a child, Sunday School) at a Trinitarian denominational church which is a member of one of the following on 1<sup>st</sup> September in the year of application for admission to the school: Churches Together in England or Free Churches Group, the Evangelical Alliance, the North West Partnership of Churches, or is included on a list of other churches approved by the Governors (to a maximum of 30 points)

\* This **does not** include attendance with school where this is part of the normal school day.

The list of Churches Together in England and members of the Free Churches Group can be found on the website [www.cte.org.uk](http://www.cte.org.uk). Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. Members of the Evangelical Alliance can be found on the website [www.eauk.org](http://www.eauk.org). Members of the North West Partnership of Churches can be found on the website [www.northwestpartnership.com](http://www.northwestpartnership.com).

Other churches approved by the Governors are: Capernwray Evangelical, Christians Alive, Morecambe Bay Christian Fellowship, Morecambe Community Church.

Information concerning Church attendance must be verified by 31st October 2018 through the submission of a Supplementary Form, which is available from the Academy 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 Church of England Primary School which is part of the Bay Learning Trust, or a Ripley Trust Foundation School (ie Scotforth St Paul's, Lancaster Christ Church, Skerton St Luke's) (10 points).
- c) to children who attend any other Church of England Primary School (5 points).
- 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 (5 points). Note: "brother" or "sister" includes step, half, foster and adopted siblings living at the same address.

Where two or more applicants achieve the same number of points under criterion 3, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line 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.

4. **In the event that places remain unfilled after the application of criteria 1 - 3, remaining places will be allocated according to the straight line distance from home to school**, nearer addresses having priority over more distant ones.

#### **Admissions information:**

For the September 2018 intake there were \*\*\* applications (\*\* first preference, \*\*\* second preference and \*\*\* third preference) for 280 places. The Admissions Committee applied the admissions criteria and offered places to:

- \* children under criterion 1
- \* children under criterion 2
- \*\*\* children under criterion 3 (*NB the allocation of points has changed since last year*)
- \*\* children under criterion 4 - The last child to be offered a place lived at a distance of \*\*\* miles from school.

#### **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. The waiting list will operate for the full autumn term.

## **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. 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, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions or in-year admissions. Parents wishing their child to attend this school should contact the Chairman of the Governors' Admissions Committee, c/o the School, in writing. They will be provided with an application form and Supplementary Form once they have a definite local address. The admissions committee will consider the application and if there is a place in the appropriate year group, then the governors will arrange for the admission to take place. If there is no place, information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **Appeals for routine admissions**

Where the governors are unable to offer a place because the school is oversubscribed 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 will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. **Parents/guardians should request an appeal form from the clerk to the governors at the school and return it within 20 school days of receiving the letter refusing a place.** 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).

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## **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.

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## SUPPLEMENTARY FORM

Child's Surname ..... Child's Forename(s) .....

Date of Birth .....

Is the child Looked After or Previously Looked After? (Please see criterion 1 on the admissions policy for definitions) **YES / NO** .....

**Address** (ie where the child wakes up for the majority of Monday to Friday mornings):

.....  
..... Post Code .....

**Name and address of Primary School child currently attends:**

.....

**Parent/Guardian with whom the child normally resides:**

Surname ..... Forename(s) .....

Is the parent a member of staff at Ripley St Thomas CE Academy? **YES / NO** .....

**Please give the name(s) and tutor group(s) of any brothers or sisters who currently attend this school and who will still be attending in September, 2019.**

.....

**Please complete this section together with your Vicar, Priest, Minister etc.**

Name & address of place of worship .....

Name of vicar / priest / minister / faith leader / church officer .....

Dates of attendance: **From (MM/YYYY)** ..... **to (MM/YYYY)** .....

How often has the parent **or** child attended **public worship** at this church or Sunday school on average? Please tick the appropriate box. **NB. Do not include attendance with school where this is part of the normal school day.**

	More than 2 years	Between 1 and 2 years	Less than a year
Weekly/Fortnightly			
Once per month			
Occasionally			

Signed ..... (Parent) **Contact Tel No** .....

Countersigned ..... (Vicar/Priest etc) **Date** .....

..... Office held **Contact Tel No.** .....

**The information on this form will be a key factor in determining admissions to the school. It is the responsibility of the parent to complete the form in the presence of their Vicar, Priest etc. THE INCUMBENT SHOULD THEN COUNTERSIGN IT AND RETURN IT TO THE SCHOOL BY 31 OCTOBER 2018.**

A summary of how points are allocated is shown overleaf

# SUPPLEMENTARY FORM POINTS ALLOCATION SUMMARY

THIS SIDE IS NOT FOR COMPLETION. IT IS PROVIDED TO ENABLE YOU TO SEE HOW POINTS ARE ALLOCATED FOR EACH CRITERION.

Child's Surname ..... Child's Forename(s) .....  
 Date of Birth .....

Is the child Looked After or Previously Looked After? **YES**  Priority 1

**Address** (ie where the child wakes up for the majority of Monday to Friday mornings):  
 .....  
 ..... Post Code .....

**Name and address of Primary School child currently attends:**  
 Church of England Primary School that is part of the Bay Learning Trust or a Ripley Trust Foundation School (ie Scotforth St Paul's, Lancaster Christ Church, Skerton St Luke's)  10  
 Other Church of England Primary School  5

**Parent/Guardian with whom the child normally resides:** *Please tick box if parent is a widow/widower*  
 Surname ..... Forename(s) .....

Is the parent a member of staff at Ripley St Thomas CE Academy? **YES**  Priority 2

**Please give the name(s) and tutor group(s) of any brothers or sisters who currently attend this school and who will still be attending in September, 2019.**

5 – This is a one-off points allocation regardless of the number of siblings currently on roll

**Please complete this section together with your Vicar, Priest, Minister etc.**

Name & address of place of worship .....  
 Name of vicar / priest / minister / faith leader / church officer .....  
 Dates of attendance: **From** ..... **to** .....

How often has the parent **or** child attended **public worship** at this church or Sunday school on average? Please tick the appropriate box. *NB. **Do not** include attendance with school where this is part of the normal school day.*

	More than 2 years	Between 1 and 2 years	Less than a year
Weekly/Fortnightly	30	25	10
Once per month	20	15	5
Occasionally	10	5	0