

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



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## ADMISSIONS POLICY 2017 - 2018

Applications for admission to the school should be made online between 1st September 2016 and 31st October 2016 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.

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 31st October 2016.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 1st March 2017. Parents of children not admitted will be offered an alternative place by the Authority. The school is not able to offer places beyond its admission number (270).

### Admission procedures

The number of places available for admission to Year 7 in September 2017 will be a maximum of 270. 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 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. Looked After<sup>1</sup> and Previously Looked After children<sup>2</sup>.
2. Children of staff<sup>3</sup> at the school in either or both of the following circumstances:
  - a) 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
  - b) 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:

- (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 members 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<sup>4</sup>, or are included on a list of other churches approved by the Governors<sup>5</sup> (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 members 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<sup>4</sup>, or are included on a list of other churches approved by the Governors<sup>5</sup> (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 2016** 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) (4 points).
  - (c) to children who attend any other Church of England Primary School (2 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 (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.
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.

**Notes:**

- <sup>1</sup> Looked After children refers to children who are (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.
- <sup>2</sup> Previously Looked After children are children who were Looked After, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
- <sup>3</sup> This applies to all staff, full and part time, who are employed by the school on a permanent contract of employment with the Academy.
- <sup>4</sup> 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).
- <sup>5</sup> Other churches approved by the Governors are: Capernwray Evangelical, Christians Alive, Morecambe Bay Christian Fellowship, Morecambe Community Church, Wycliffe Memorial Evangelical.
- 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.
- 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 will be sent to parents on 1st March 2016 by the Local Authority.

**Admissions information:**

For the September 2016 intake there were 860 applications (298 first preference, 343 second preference and 219 third preference) for 270 places. The Admissions Committee applied the admissions criteria and offered places to:

4 children under criterion 1

2 children under criterion 2

262 children under criterion 3

2 children under criterion 4 - The last child to be offered a place lived at a distance of 0.23 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.

## 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. 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. 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. 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

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

## 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 ..... Male/Female .....

Is the child Looked After or Previously Looked After? (Please see notes 1 & 2 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 widow / widower? **YES / NO** .....

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, 2017.

.....

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)** .....

1. How often do you as a parent attend **public worship** at this church on average? Please tick the appropriate box.

4 times per month	2/3 times per month	Once per month	Occasionally (5-11 times per year)	Major Festivals only	Never
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How long have you attended this church with the regularity shown in Question 1 above? Please tick the appropriate box.

Over 3 years  Over 2 years  Over 1 year  Less than 1 year

3. How often does your child attend **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.**

4 times per month	2/3 times per month	Once per month	Occasionally (5-11 times per year)	Major Festivals only	Never
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How long has your child attended this church or Sunday School with the regularity shown in Question 3 above? Please tick the appropriate box.

Over 3 years  Over 2 years  Over 1 year  Less than 1 year

Please note that a supplementary form must be completed and attendance claims verified by the appropriate incumbent or church authority for all Churches that you have attended on a regular basis during the last 3 years.

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 2016.**

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 ..... Male/Female .....

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:

Ripley Trust Foundation School (Scotforth St Paul's, Lancaster Christ Church, Skerton St Luke's)  4  
 Other Church of England Primary School  2

Parent/Guardian with whom the child normally resides: *Please tick box if parent is a widow/widower*

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

Is the parent a widow / widower? **YES**  6

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, 2017.

2 – 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** .....

1. How often do you as a parent attend **public worship** at this church on average? Please tick the appropriate box.

	4 times per month	2/3 times per month	Once per month	Occasionally (5 - 11 times per year)	Major Festivals only	Never
Anglican/ Methodist	6	5	4	3	1	0
Other	5	4	3	2	0	0

2. How long have you attended this church with the regularity shown in Question 1 above? Please tick the appropriate box.

Over 3 years  5 Over 2 years  4 Over 1 year  3 Less than 1 year  0

3. How often does your child attend **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.*

	4 times per month	2/3 times per month	Once per month	Occasionally (5 - 11 times per year)	Major Festivals only	Never
	6	5	4	3	1	0

4. How long has your child attended this church or Sunday School with the regularity shown in Question 3 above? Please tick the appropriate box.

Over 3 years  5 Over 2 years  4 Over 1 year  3 Less than 1 year  0