RIPLEY ST THOMAS
CHURCH OF ENGLAND ACADEMY

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PROPOSED ADMISSIONS POLICY 2028 - 2029

Applications for admission to Year 7 in September 2028 should be made online between 1st September 2027 and 31st October 2027. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete their home Local Authority application form, stating three preferences. Lancashire residents can apply online at https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/ For families who are unable to apply online, application forms can be requested from, and returned to, Pupil Access Team, Area North Lancashire, PO Box 606, White Cross Education Centre, Quarry Road, Lancaster LA1 3SQ (Telephone 01524 581148).

Parents who wish their application to this Church of England Academy to be considered against the faith criteria **must also** complete our supplementary form (found at the end of this policy. The policy is also available to download from https://ripleystthomas.com/admissions/). The supplementary form should be returned directly to the Academy by 31st October 2027. If the Academy is oversubscribed, a failure to complete the supplementary form will result in your application for a place being considered against lower priority criteria as the Governing Board will have no information upon which to assess the worship attendance.

For parents applying online, emails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 1st March 2028. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority. Parents applying by hard copy forms will be informed by letter.

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 2028 will be a maximum of 285.** 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 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 an Education, Health and Care Plan naming this Academy, the Governing Body will rank applications using the criteria below, which are listed in order of priority:

1. **Looked After and previously looked after children**.

This means a 'looked after child' or a child who was previously 'looked after' but ceased to be looked after because they were adopted or became subject to a child arrangements or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (please see definitions below).

A 'looked after child' is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who are adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.
Section 14A of the of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individual's to be a child's special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children of staff

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

a) where the member of staff is based at Ripley St Thomas and has been employed for two or more years at the time at which the application for admission 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 ranked 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) for attendance by the parent or child at public worship (or, in the case of a child, Sunday School) at a church which is a member of one of the following on 1st September in the year of application for admission to the Academy: Churches Together in England, Free Churches Group, Evangelical Alliance, North West Gospel Partnership, or is included on a list of other churches approved by the Governing Body (to a maximum of 35 points as detailed in the table below). Attendance must be current at the point of application.

	Over 5 years	**Between 2 and 5 years**	**Between 1 and 2 years**
At least twice per month	35	30	15
Once per month	25	20	10

The following are **not** considered in this category:

a) Attendance at church as part of normal school activity
b) Online worship
c) Private prayers in a church building or elsewhere
d) Attendance at mid-week youth groups, prayer groups or bible study groups

The list of Churches Together in England can be found on the website www.cte.org.uk. Membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. Members of the Free Churches group can be found at www.freechurches.org.uk. Members of the Evangelical Alliance can be found at www.eauk.org. Members of the North West Partnership Gospel Partnership can be found at www.northwestgospelpartnership.com/.

Other churches approved by the Governing Body are: Capernwray Evangelical, Kings Community Church, Morecambe Community Church, Morecambe Full Gospel Church.

Church attendance must be verified by 31st October 2027 through the submission of the supplementary form at the end of this policy. The form must be completed by the parent together with the appropriate member of the clergy and counter-signed by the latter. **The clergy member/faith leader should return the form to the school**. Separate supplementary forms should be completed for all churches attended on a regular basis over the last 5-6 years. The Governing Body reserves the right to make further enquiries from the relevant clergy/faith leader where deemed necessary.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

b) to children who attend any Church of England Primary School at the point of application (5 points).

c) to children who attend any Church of England Primary School which is a member of the Bay Learning Trust (additional 5 points). The list of schools which are part of the Bay Learning Trust can be found here: https://www.baylearningtrust.com/our-academies-2/

d) to children who have a sibling attending the school on the date of application and on the date of admission (5 points). This is a one-off points allocation regardless of the number of siblings currently on roll. Siblings include full, step, half, foster, adopted brothers and sisters and children of parent or carer's partner. In all cases both children should be living in the same family unit at the same address.

Tie break

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 Academy 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. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

4. Other Children

In the event that places remain unfilled after the application of criteria 1 - 3, remaining places will be ranked according to the straight line distance from home to the nearer addresses having priority over more distant ones, as in the Tie Break details above.

For the September 2027 intake there were *** applications (*** first preference, *** second preference and *** third preference) for 290 places.

The last child to be offered a place achieved ** points under criterion 3 and lived at a distance *** miles from school.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications (31 October 2027), and it is before the Governing Body has established their ranked list, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all those received on time 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, on request, 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. Looked After Children or Previously Looked After Children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

The waiting list will operate until 31 December 2028.

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 and the Local Authority. 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 Governing Body reserves 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.

If your family is moving house, your application (both for routine and non-routine applications) and any appeal, will be considered as being made from your old address until you provide suitable evidence of a permanent change of address eg exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Non-routine (In-Year) admissions
It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website ripleystthomas.com/admissions/

If there is a place in the appropriate year group, then your child will be admitted. If there is no place, then the application will have to be refused, but information will be provided about how to appeal against this refusal.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's **Appeal for a school place - Lancashire County Council** on Lancashire County Council's website.

Twin/Triplets etc
Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

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.

Appeals for routine admissions
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. Lancashire County Council administers the appeals process on behalf of the school. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. **Please use the Local Authority weblink for appeals: Appeal for a school place - Lancashire County Council.** This should be submitted **within 20 school days of receiving the letter refusing a place.**

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 application or an appeal in respect of another school. However, parents do not have the right to a second appeal in respect of the same year group at this school unless, in exceptional circumstances, the school has considered a second application from the parents in the same academic year because of a significant and material change in the circumstances of the parents, child or school but the child was still refused admission.

You will normally receive 14 days' notice of the place and time of the hearing. Where possible, the appeals will be heard in person although some are now heard through a digital format.

Admission of children outside their normal age group

Parents may wish to seek a place for their child outside of their normal age group, for example, to a higher year group if the child is particularly able academically or to a lower year group if the child has experienced problems such as ill health.

- Requests for early/delayed entry into Year 7 should be made to the Local Authority before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- Requests for in-year admission outside of the normal age group should be made on the normal in-year application form.

It is the responsibility of the parent(s)/care(s) to provide the Governing Board with all relevant information relating to the request, including the parent(s)/care(s) views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of the medical professional; whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Board is required to take into account the views of the Headteacher on the application as well as the information from the parent(s)/carer(s). The Governing Board will make their decision on the basis of the circumstances of each individual case, and in the best interest of the child concerned. The Governing Board will then inform the parent(s)/carer(s) of their decision on the year group the child should be admitted to and will provide reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal school age group.

Sixth Form Admissions

Each year, up to 220 students are admitted to the Sixth Form. In each year group, up to 80 of these may be external applicants.

Students should apply online via the school website: https://apply.thesixthform.com/ after the sixth form open evening.

In the event that applications exceed the number of places available, after admitting all children who meet the entry requirements and have an Education, Health and Care Plan naming the school, Sixth Form places will be allocated in the following priority order:

1. Looked after children and previously looked after children (please see point 1 on page 1 for definition) who meet the entry requirements
2. Ripley St Thomas Church of England Academy Year 11 students who meet the entry requirements
3. Students from other schools who meet the entry requirements

The entry requirements for Sixth Form and the individual courses are published on the Sixth Form website https://ripleystthomas.com/sixth-form. GCSE results will be used as an over-subscription criterion should this prove necessary.

The admission number may be exceeded if demand for courses can be met.

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SUPPLEMENTARY INFORMATION FORM FOR SEPTEMBER 2028 YEAR 7 INTAKE

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

Date of Birth . . . .

Address (ie where the child wakes up for the majority of Monday to Friday mornings. Please refer to the Admissions policy for guidance around shared parenting):

. . . . . .

. . . . . 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 based 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 Ripley St Thomas Academy and who will still be attending in September 2028:

. . . . . .

PLEASE COMPLETE THIS SECTION TOGETHER WITH YOUR VICAR, PRIEST, MINISTER ETC. You must refer to the Admissions Policy before completing this part of the form. Please note that supplementary forms should be completed and attendance claims verified by the appropriate incumbent or church authority for all churches that you have attended on a regular basis over the last 5-6 years.

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

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

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 at church as part of normal school activity, online worship, or attendance at mid-week youth groups, prayer groups or bible study groups.* **Please complete for EITHER the parent OR the child Please tick one box only.**

AT LEAST TWICE PER MONTH ☐ **ONCE PER MONTH** ☐

How long has this pattern of attendance been maintained? *(Please ensure that these dates are accurate as this will determine the number of points awarded)* **From** (MM/YYYY) _____ **To** (MM/YYYY or 'ONGOING') _____

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

Do you intend to send an additional form(s) from another church? YES / NO If YES, how many _____

Clergy: I confirm the information provided above is correct. (Please add your signature next to any amendments made)

I confirm the above church is a member of the following (*please tick appropriate box*)

Churches Together in England ☐ cte.org.uk

Free Churches Group ☐ freechurches.org.uk

Evangelical Alliance ☐ eauk.org

North West Gospel Partnership ☐ northwestgospelpartnership.com

None ☐

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

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

Email . . . . . .

The clergy member/faith leader should return this original form to Ripley St Thomas between 1 September and 31 October 2027. Emailed forms are not accepted.