



# ARCHBISHOP TENISON'S CHURCH OF ENGLAND HIGH SCHOOL, CROYDON

## Admission to Year 7 in September 2014

**Archbishop Tenison's is a mixed comprehensive school, in the London Borough of Croydon and the Anglican Diocese of Southwark, for pupils aged 11-18.**

**Places in Year 7 are allocated largely on the basis of church membership, with 10% of places open to all. No entrance examination is set.**

### **Ethos Statement**

*Archbishop Tenison's Church of England School has a distinctive Christian ethos which gives the school its purpose and provides an inclusive environment where children can learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of the school.*

### **1. Places Available**

The Governing Body is responsible for the admission of pupils to Archbishop Tenison's Church of England School and admits 108 pupils to Year 7 each September. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2014.

### **2. Access**

The school has no specific units or facilities for pupils with particular special needs and no specific facilities for pupils with physical disabilities. The School is on a level site but much accommodation, including some specialist rooms, is on the first and second floors. There is one lift – in an external building. Lifts (which would require Government funding) were included in the plans put forward by the Governors for the last building extension, but unfortunately deleted by the Department for Education on the grounds of cost. As far as possible within the limitations of the premises, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

### **3. Area Served by the School**

Places are offered to children who live within the Archdeaconry of Croydon. Applicants from outside the Archdeaconry may be considered for a Governors' place (see section 6c (ii)).

### **4. Context**

In order to preserve equality of opportunity for children who live in different family structures, the application process concerns the child seeking a place and one named parent or carer. It is for the applicant family to choose which parent's or carer's details are to be included on the application form. In order to meet the conditions (section 6 below) for offering places when the number of applicants is more than the number of foundation places, the named parent or carer would normally be the parent or carer (when there is more than one in the family structure) whose minister can certify that they are practising members of their church or congregation.

### **5. Definitions**

For the purpose of this Admission Policy:

'Family' refers to the child and the ONE named parent or carer mentioned above with whom the child is normally resident.

'Sibling' refers to brothers and sisters (blood relatives), step-siblings, adopted and long-term foster children living at the same address.

'Looked after Children/Children in care' are those under 18 who are provided with accommodation by Social Services or who are the subject of a care order under Part IV of the Children Act 1989. Children who are under an agreed series of short-term placements are excluded. Looked after Children are defined as children in public care at the date on which the application is made. Previously looked after children, are children who are looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. Must be supported by evidence from their Local Authority.

'Involvement' is any activity (practical, social, educational, cultural or spiritual) which is an outward expression of the family's participation in the life of the church to which they belong.

## **6. Foundation Places**

The Governing Body has designated 90% of available places as foundation places.

### **a) Definitions of churches from which children are admitted**

In addition to children of Church of England Families, places are also offered to children whose Family belongs to a church which is a full member of Churches Together in Britain and Ireland and/or The Evangelical Alliance at the time of application, and who live in the area defined in section 3 above. Including those admitted under categories 6c (i) and (ii) below, 50% of available places will be reserved for members of the Anglican Church and 40% for members of those other churches defined above in this section.

### **b) Evidence of Membership**

**(i)** The school will check official lists to see whether the applicant's church comes within the groups mentioned in section 6a above. If they are not listed, applicants will need to supply evidence that their church is a member of one of these groups.

**(ii)** In addition, whether Anglican or not, confirmation of membership of the applicant's Family in the relevant church will be sought from the priest or minister concerned, who will also be required to give a reference in writing stating the frequency of church attendance by the Family, the involvement of the Family in church life, and the degree of any responsibility held by the Family in the church. The school may contact the priest or minister for further clarification.

### **c) If the number of applicants is more than the number of places.**

In the event of the school being oversubscribed by applicants who live in the area defined in section 3 above and who belong to a church included in section 6a above, places will be allocated according to the following conditions in order:

**(i)** Looked after Children/Children in care – with supporting evidence from their Local Authority.

**(ii)** Governors may allocate a small number of places on compassionate grounds, amongst which are the following: health, disability, child attending church worship regularly but unsupported by family and applicant living outside the Archdeaconry of Croydon. Those applying under this category should state this on the application form and supply in writing relevant supporting professional evidence. Governors are able to allocate compassionate places irrespective of whether the school is oversubscribed by applicants who meet the criteria listed below. Allocation of such places does not set a precedent for future applications as each case is treated on its own merits.

**(iii)** Siblings who, with their named parent or carer, continue to maintain as active an involvement in the life of their church as when the previous child was admitted. This sibling criterion applies only to siblings of pupils who entered the school at the start of Year 7 and who will be attending the school including the Sixth Form, at the time of the proposed admission. Siblings of pupils who entered the school after the start of Year 7 or who had been awarded Governors' places will be considered under criteria 6c (iv-viii).

**(iv)** Children who attend church worship weekly with the named parent or carer and whose named parent or carer is highly involved with them in the church. “Highly involved” indicates that this activity is likely to be very frequent (e.g. at least weekly), very well established (e.g. over some years) and to include a responsibility vital to the life of the whole church.

**(v)** Children who attend church worship weekly with the named parent or carer and whose named parent or carer is actively involved with them in church life. “Actively involved” indicates that this activity is likely to be frequent (e.g. at least fortnightly), well established (e.g. for at least 1-2 years) and to carry with it some responsibility for an aspect of the church.

**(vi)** Children who attend church worship regularly, but less than weekly, with the named parent or carer and whose named parent or carer is actively involved with them in church life. “Actively involved” indicates that this activity is likely to be frequent (e.g. fortnightly), well established (e.g. for at least 1-2 years) and to carry with it some responsibility for an aspect of the church.

**(vii)** Children who attend church worship weekly with the named parent or carer and whose named parent or carer has some involvement with them in church life. “Some involvement” indicates that this activity is likely to be less frequent (e.g. monthly), less well established (e.g. for less than a year) and more passive (e.g. attending a meeting rather than taking on a task).

**(viii)** Children who attend church less frequently with the named parent or carer and whose named parent or carer has some involvement with them in church life. “Some involvement” indicates that this activity is likely to be less frequent (e.g. monthly), less well established (e.g. for less than a year) and more passive (e.g. attending a meeting rather than taking on a task).

**In any of the categories 6c (iii to viii) above where there are more applicants than places available, places will be offered to the children whose named parent or carer has the greater level of responsibility and involvement. Where two or more named parents or carers have an identical level of responsibility and involvement, places will be offered according to the nearness of the home to the school, measuring in a straight line from the front door of the child’s home to the school’s main entrance.**

Parents are asked to note that because Scouts and Guides are frequently more secular than religious organisations, membership of these groups will not be regarded as active involvement, unless it can be clearly demonstrated that it is an integral part of church life.

## **7. Local (Open) Places**

### **a) Definition**

The Governing Body has designated 10% of the available places as open places, to be offered to pupils who live within the Area served by the school and who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides.

Parents applying for an local place should do so knowing that the purpose of the school is to provide an education based on Christian principles and that the Governing Body is keen for all pupils to take part in the Christian worship of the school and to attend religious education lessons.

### **b) If the number of applicants is more than the number of places**

If the number of applicants exceeds 10%, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) Looked after Children/Children in care – with supporting evidence from their Local Authority.
- (ii) The nearness of the home to the school, measuring in a straight line from the front door of the child's home to the school's main entrance. Where this distance is identical for two or more applicants, the drawing of lots is used as a final arbiter. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

## **8. Special Educational Needs**

Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced accordingly.

## **9. Hard to Place Protocol**

Archbishop Tenison's school, in common with all other schools in Croydon, will admit pupils referred under the 'Hard to Place' protocol, whom the school is directed to accept, even if this means going over number in a particular year group and even if there are other pupils on the waiting list. The other criteria detailed in this document do not apply to such pupils.

## **10. Waiting Lists**

The school operates a waiting list system, and those who are unsuccessful in their application will be offered the opportunity to have their child's name placed on the relevant waiting list for a foundation or an open place. Places on the waiting lists will be allocated according to the priorities described above. The waiting list will be maintained for at least one term after September 2014.

## **11. Late Applications**

The school will follow the common policy of the London Borough of Croydon in dealing with late applications.

## **12. In-Year Applications**

Applications for places outside the normal admission round and for other year groups may be made via the Local Authority with an in-year common application form. Those wishing to apply for a place under the foundation criteria must complete a supplementary form and return this direct to the school.

## **13. Sixth Form Admissions**

Admissions criteria for external applicants wishing to attend the Archbishop Tenison's Sixth Form are published on the school website and available from the school office.

## **14. Supplementary Application Form (SIF)**

Failure to return the supplementary form will mean that applicants cannot be considered for a place under the foundation criteria, in which case the application will be dealt with under the local places.

## **15. Appeals**

Parents who are not offered a place for their child at Archbishop Tenison's CE High School have the right to appeal to an independent appeal panel. Parents wishing to appeal against the decision of their child not being offered a place should request an appeal pack from the Admission Officer at the school in writing, either by letter or email, stating the child's full name, date of birth and postal address. The completed appeal form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.