



## Archbishop Tenison's Church of England High School

*Academic Excellence for each person in a Christian Community*

### **Admission Criteria - Entry to Year 7 in September 2016**

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 2016. 90% of available places are Foundation Places (see 8. below). 10% of available places are Open Places (see 9. below). All applicants must complete a common application form (CAF) supplied by their Local Authority and name this school on the form to be considered for a place. Foundation applicants must also complete a supplementary information form (SIF) and return this to the School by the closing date. Open Place applicants do not have to complete a supplementary information form but they may do so.

#### **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**

Priority is given to children who live within the Archdeaconry of Croydon.

#### **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 8. 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.

**A 'Looked After Child'** is a child who 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 (see definition in section 22(1) of the Children Act 1989) at the time of applying to the school.

**A 'Previously Looked After Child'** is a child who was looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order.

The Governors will require written confirmation (e.g. through written confirmation from the Local Authority) that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

**'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. It excludes any practical or financial support given to the school or any associated organisation, including any religious authority.

Where percentages used in this policy do not produce whole numbers, 0.5 or more will be rounded up and less than 0.5 will be rounded down.

## **6. Special Educational Needs**

Parents of pupils who have a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan are required to apply for school places separately through the Local Authority, from whom advice is available. If a child with a statement, or EHC Plan, 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. The Governors will admit all those pupils whose statement, or EHC Plan, names the School (*All schools are consulted by the LA prior to the school being named*).

## **7. Looked After Children**

The highest priority is given to Looked After and Previously Looked After Children – with supporting evidence from their Local Authority (as defined in section 5 above).

## **8. Foundation Places**

The Governing Body has designated 90% of available places as Foundation Places, after any children admitted who have a Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan which names the school (see section 6 above), Looked After and Previously Looked After Children (see section 7 above) and Governors' Places (see section 10 below).

### **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 one or more of the following organisations: Churches Together in England, The Evangelical Alliance, Affinity or Fellowship of Independent Evangelical Churches (FIEC) at the time of application, and who live in the area defined in section 3 above. 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 8a 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, and give information about the involvement of the Family in church life. The school may contact the priest or minister for further clarification.

### **c) Oversubscription Criteria for Foundation Places**

In the event of the school being oversubscribed by applicants, priority will be given to those who live in the area defined in section 3 above **and** who belong to a church included in section 8a above; places will be allocated according to the following conditions in order.

**(i)** 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 to siblings of pupils who will be attending the School, including the Sixth Form, at the time of the proposed admission. Siblings of pupils who had been awarded Governors' places will be considered under criteria 8c (ii-viii).

(ii) 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 (at least weekly), very well established (for 2 or more years) and to have a whole church dimension.

(iii) 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 (at least fortnightly), well established (for at least 1 year) and to carry with it some responsibility for an aspect of the church.

(iv) Children who attend church worship fortnightly 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 (fortnightly), well established (for at least 1 year) and to carry with it some responsibility for an aspect of the church.

(v) 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 (monthly), less well established (for less than a year) and more passive (e.g. attending a meeting).

(vi) Children who attend church fortnightly 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 (monthly), less well established (for less than a year) and more passive (e.g. attending a meeting).

(vii) Children who attend church less than fortnightly 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 (monthly), less well established (for less than a year) and more passive (e.g. attending a meeting).

(viii) Children who attend church less than fortnightly with the named parent or carer.

**Note: In any of the categories 8c (i- viii) above where there are more applicants than places remaining 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 within the Archdeaconry of Croydon, measuring in a straight line from the centre of the child’s home to the school’s main entrance. Tiebreaker - where the distance is identical for two or more applicants, the drawing of lots is used as a final arbiter. This will be independently verified. Unsuccessful applicants for Foundation Places will be considered under the Open Place criteria. If the Foundation Places overall are undersubscribed, those remaining unfilled will become Open Places.**

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.

## **9. Open Places**

The Governing Body has designated 10% of the available places as Open Places after any children admitted who have a Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan which names the school (see 6 above), Looked After and Previously Looked After Children (see 7. above) and Governors’ Places. In the event of the School being oversubscribed by Open Place applicants, priority will be given to those who live in the area defined in section 3. above 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 Open 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.

### **(a) Oversubscription Criteria for Open Places**

If the number of applicants exceeds 10%, places will be allocated according to the following criterion: the nearness of the home to the school within the Archdeaconry of Croydon, measuring in a straight line from the centre of the child’s home to the school’s main entrance. Applicants from the same block of flats will be treated equally regardless of the floor on which they live. Tiebreaker - where the distance is identical for two or more applicants, the drawing of lots is used as a final arbiter. This will be independently verified.

## **10. Governors' Places**

Governors may allocate a small number of places on compassionate grounds for social and medical need or for a child attending church regularly but unsupported by family. Those applying under this category should state this on the application form at the time of application 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. Allocation of such places does not set a precedent for future applications as each case is treated on its own merits.

## **11. Education out of Normal (Chronological) Age Group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## **12. 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.

## **13. 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 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 2016.

## **14. Late Applications**

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

## **15. 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 Place criteria must also complete a supplementary form and return this directly to the school.

## **16. 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.

## **17. Supplementary Information Form (SIF)**

Failure to return the supplementary form by the published deadline will mean that applicants cannot be considered for a place under the Foundation Place criteria, and the application will be dealt with under the Open Place criteria.

## **18. 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 Admissions 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 20 school 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.