



Archbishop Holgate's School

A Church of England Academy

ADMISSIONS POLICY FOR YEAR 7 SEPTEMBER 2018

This policy explains the procedure for requesting a place in Year 7 September 2018.

Approval Date: January 2017
Next Review Date: January 2018
Member of staff responsible: Headteacher

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy

Admissions Policy for Year 7 in September 2018

Archbishop Holgate's School is a Church of England Academy serving the whole community in which it is set. It is committed to giving its students the best possible educational opportunities whilst living Christian values into being, within the tradition of the Anglican church. From its foundation in 1546, Archbishop Holgate's has welcomed applications from both its local community and a wider area, and continues to do so as a Church of England Academy.

Published Admission Number

The number of places available for admission into Year 7 in September 2018 is 243. These places are divided into two categories (after the admission of any children with statements of special educational needs (SEN) or Education and Health Care Plans (EHCP) which name the Academy, and any looked after or previously looked after children):

Foundation places are allocated on faith grounds to members of Christian churches and the other major world faiths. There will be up to 30% Foundation places available each year. If all Foundation places are not allocated, the remainder will become available for Community applicants.

Community places are for parents who live in the area normally served by the school and the wider community, and who want their child to attend a school with a Christian tradition. The remaining 70% will be Community places.

The Academy will admit all children with a statement of SEN or an EHCP which name the Academy.

If no more than 243 applications for admission are received, all applicants will be offered places.

If the school is oversubscribed, after the admission of children with a SEN or an EHCP in whose statement or EHCP the school is named, the following oversubscription criteria will be applied, in the order of priority shown, in order to determine the allocation of the remaining places.

A. Looked after children and previously looked after children

(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 service functions at the time of making an application to a school. Previously looked after children are those 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).

B. Foundation places

Up to 30% of the places remaining available (after the admission of any children with a SEN or EHCP naming the school, and any looked after or previously looked after children) are Foundation places.

The qualifying threshold for consideration for a Foundation place will be one years' attendance at worship at a regular public service by an active worshipping family (i.e. at least one parent/carer) immediately prior to the date of application (November 2017). Applications which do not qualify for a Foundation place will automatically be considered for Community places.

If the number of applicants meeting the threshold for consideration for the remaining Foundation places is greater than the number of places available, places will be offered to applicants in the following priority order:

- 1 An applicant "at the heart of the church" - a member of an active worshipping family from which at least one parent or carer (a carer may be a close family member) is a regular worshipper, by which is meant one who worships at a regular public service at a Christian

church on average at least twice a month in the year immediately prior to the date of application. Within this category, the worshipper may be one or both parents/carers, or, provided the minimum threshold for consideration for a Foundation place is met, the child for whom the application is made.

- 2 An applicant “attached to the church” – a regular but not frequent worshipper, by which is meant a parent or carer who attends worship at a regular public service at a Christian church on average once a month in the year immediately prior to the date of application.
- 3 An applicant “known to the church” – not a regular but an occasional worshipper, by which is meant a parent or carer who attends worship at a regular public service at a Christian church at least six times in the year immediately prior to the date of application. This may be through uniformed or other church organisations.
- 4 An applicant attending less frequently than any of the above.

Tie-breakers. If there are more applicants for Foundation places within any given qualifying criterion than there are places remaining, the places for these applicants will be allocated to students whose homes are furthest away from their next nearest available Church of England secondary school, measured by the closest safe walking route. If the above tie-breaker does not distinguish between two or more applicants with equal priority for the remaining Foundation place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy. Any remaining applicants will automatically be considered for a Community place.

All applicants for Foundation places must submit, with their application form, a reference form from a minister of religion or faith group leader. Christian churches are defined as churches belonging to Churches Together in Britain and Ireland.

Archbishop Holgate’s School welcomes applications from active worshipping families from other major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism), up to 10% of Foundation places will be available to those whose applications are supported by an appropriate reference.

C. *Community places*

Archbishop Holgate's School is committed to serving its local community and working in partnership with the Local Authority and neighbouring schools. The criteria below are based closely on the Local Authority's admissions policy.

If the number of applicants is greater than the number of places available, priority will then be given according to the following criteria:

- 1 Students considered by the Governors to have exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion are advised to consult the school in advance about its suitability for their child, and must provide professional supporting evidence, in writing, from a doctor, specialist health professional, or social worker, setting out the particular reasons why this school is the most suitable for the child, and the difficulties that would be caused if the child had to attend another school.
2. Students who will have an older sibling attending Archbishop Holgate's School at the time of their proposed admission.
(‘Siblings’ are defined as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters.)
- 3 Students living in the area normally served by the school.
(‘The area normally served by the school’ is the school’s priority admissions area as defined by the Local Authority and as set out in its Guide for Parents. ‘Living in the area’ is defined as the parent/guardian and child being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)

4 Students with the closest safe walking route.

(*'The closest safe walking route' is defined as the distance from home to school as measured from the home address to the nearest entrance to the school site using the Local Authority's computerised measuring system.*)

Tie breakers. If there are more applicants within any given qualifying criterion up to and including criterion 3 than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route. For criterion 4, and if the above tie-breaker does not distinguish between two or more applicants with equal priority for the remaining Community place within criteria 1, 2 or 3, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

Late applications

Forms received from those moving into the area normally served by the school, as defined by the LA and set out in its Guide for Parents, and received by 31 December 2017, will be included in the initial allocation. Forms received from those moving into the area after that date will be given individual consideration. Other late forms will only be considered after all others.

Waiting list

Applicants who are unsuccessful in obtaining a place have the right to appeal, but will on written request be placed on a waiting list ranked according to the criteria used for admission to the school and set out in this policy. The waiting list will be maintained until 31 December of year of entry.

Appeals

Applicants have the right of appeal to an independent appeal panel. If an application for a place is refused, the applicant will be informed of the reasons and of their right to appeal.

Applying for a place

For Community applications and applications on behalf of looked after or previously looked after children. Application for a place at Archbishop Holgate's School is through the **Common Application Form** of the child's "home" Local Authority. As late application forms will only be considered by the school after all others, parents are particularly asked to ensure that the Common Application Form is returned **direct to the "home" Local Authority** by its deadline. For both the City of York and the East Riding the deadline is 31 October 2017. For other local authorities please check: please also write to let us know of your application.

For Foundation applications. There are three forms to fill in. Applicants for a Foundation place must fill in the **Common Application Form** of the child's "home Local Authority" as set out above. This is returned to the **"home" Local Authority**. Parents are also asked to complete a supplementary **School Application Form**, together with a completed **Reference Form** from your priest, minister or faith group leader, to assist the school in applying its oversubscription criteria. Please ensure these two supplementary forms are completed as accurately and fully as possible, and that they are returned **direct to the school**. School application forms and reference forms are available direct from the school. They are also available from City of York Council School Services, West Offices, Station Rise, York, YO1 6GA. Please ensure that all information supplied is accurate. Early receipt will be welcomed. For admission into Year 7 in September 2018, school application forms must reach the school's Admissions Secretary by the last day of December 2017.

Fraudulent applications

Where the school discovers that a child has been allocated a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence in the area normally served by the school, or of attendance at worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the offer of a school place. The application will be considered afresh, and a right of appeal offered if a place is refused.