



# THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

## Admissions Policy School Year 2023/2024

All of the policies that shape our lives and daily practice at Bishops' are informed by our Christian vision and values: to know, nurture and inspire our students to be the best version of themselves, so that they can live 'life in all its fullness' (John 10:10)

<b>Is this policy statutory?</b>	Yes
<b>Review Period</b>	Annual
<b>Date Approved</b>	December 2021
<b>Governor Committee</b>	Full Governors

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## **1. Statement of Intent**

Our vision statement states that:

The Bishops' Blue Coat Church of England High School is an exciting place to be. We know, nurture, and inspire our community to be the best version of themselves through a better understanding of the Christian faith, and a rich set of opportunities that support and challenge our learners, so they are equipped to succeed. Through their engagement in society at Bishops' and beyond, students make a positive difference through their wise action and a sense of responsibility. Our students' initiative, drive and resilience will enable them to flourish and live 'life in all its fullness.' (John 10:10).

## **2. Governors' Admissions Policy, School Year Beginning September 2023/2024**

### **Welcome**

We are passionate about education and know that students, staff, and parents are working together create an outstanding climate for learning. Our campus is an open, green, and attractive place to learn. There is a tangible sense of pride and positivity within our school, stemming from the belief that each student will be 'Known, Nurtured and Inspired' to progress academically and grow as a person.

As an academy, the Academy Trust is the Admissions Authority. There are 180 places available in each year group. We welcome students from our local community and those travelling a little further for a quality Christian educational ethos. Children with Education Health and Care Plans (EHCPs) where The Bishops' Blue Coat CE High School is named are legally entitled to a place. All applicants are welcome to apply for their chronological age group.

These admissions criteria explain admission to school year September 2023. Where a school reaches its published admission number from applicants within one of the categories listed below those students to be admitted from within that category will be those whose address is closest to the school as defined in Criteria 5.

Where an applicant qualifies under more than one of the criteria, the first applicable criteria will be used. Applications for a secondary place must be made to Cheshire West and Chester no later than October 31<sup>st</sup> 2022. Parents and guardians will be notified by the local authority on March 1<sup>st</sup> 2023 of their child's secondary placement.

If there are more than 180 qualifying applicants, places will be allocated according to the following criteria, in order of priority:

1. Looked after children and all previously looked after children, including those children 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. 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 arrangement order or special guardianship order).
2. Children with a sibling at the school. The sibling must be on roll in Year 7 to Year 12 when applications close on October 31<sup>st</sup>
3. (Supplementary Information Form required – see below) All students who themselves or whose parents are involved in regular worship and/or church activities during the two years prior to the date of application. This involvement must be in addition to collective worship at school. {approx. 35 students Sept. 2021}
4. (Supplementary Information Form required – see below) Children who attend a named Church of England primary school (please see note 1 below) {approx. 54 students Sept. 2021}
5. Students living nearest to the school. Distances will be measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG) {approx. 41 students Sept 2021, furthest distance admitted 1.12miles}

### **1. Supplementary Information Forms (SIF)**

This form must be completed and sent to the school prior to October 31<sup>st</sup> if you choose to apply for a place under Criteria 3 or 4. This is in addition to the LA form, which all applicants must complete. Supplementary Information Forms are available on the school website and from the school reception.

#### **Church Children or Families (Criteria 3 applicants please complete a SIF)**

Your incumbent, minister, or other appropriate leader within the Church of England or a church which is a member of Churches Together in Britain and Ireland or affiliated to the Evangelical Alliance, is asked to confirm with a signature your, or your child's attendance, normally at least once per month at one or more of the following activities: worship, or other church activities including Christian Union, Sunday School, Messy Church, Fresh Expressions of Church and choir. In this case of other activities, the form should be completed, and signed by a Vicar, Church Leader or Activity Leader.

### **Applicants from Named CE Primary Schools (Criteria 4 applicants please complete a SIF)**

All Saints' CE Primary School, Saughall; Barrow CE Primary School; Bishop Wilson CE Primary School; Capenhurst CE Primary School; Chester Blue Coat CE Primary School, Chester; Christ Church CE Primary School, Ellesmere Port; Clutton CE Primary School; Dodleston CE Primary School; Eccleston CE Primary School, Chester; Frodsham CE Primary School; Guilden Sutton CE Primary School; Hoole CE Primary School; Huxley CE Primary School, Chester; Little Sutton CE Primary School; Overleigh St Mary's CE Primary School, Chester; Saughton CE Primary School; St Berteline's CE Primary School, Runcorn; St Martin's CE Academy, Chester; St Oswald's CE Primary School, Mollington; St. Peter's CE Primary School, Duddon; The Delamere CE Primary School; Grosvenor Park CE Academy, Chester; Upton Heath CE Primary School, Chester; Waverton Community Primary School, Chester; Willaston CE Primary School

***Completed Supplementary Information Forms (SIF) should be sent directly to The Admissions Clerk, The Bishops' Blue Coat CE High School, Vaughans Lane, Chester CH3 5XF before the published closing date.***

## **2. Parent**

A *parent* is any person who has parental responsibility or care of the child.

## **3. Siblings and Children**

***Sibling*** refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's/carer's partner. ***Children*** refers to son, daughter, adopted child, stepchild, or the child of a partner.

## **4. Multiple Births**

In the event of one sibling being offered a place at the school and another not because the published admission number had been reached, each sibling would be admitted even if this goes above the admission number of the school.

## **5. Timetable for Admissions**

The Governors will adhere strictly to the admissions timetable laid down by the Local Authority for admission to Year 7 – see the Local Authority's annual publication. Sixth Form information is published annually on the school website.

## **6. Address of Student**

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 Cheshire West and Chester School Admissions. 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 (term-

time). Parents may be asked to show evidence of the claim that is being made for the address. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service Personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## **7. Waiting List for Year 7 Admission**

When there are more applications than places, the admissions criteria will be used. Parents or carers of students who are not admitted may request to have their child's name placed on a waiting list. The waiting list will be in the order resulting from the application of the admission criteria. Since the date of application cannot be a criterion for the order of applications on the waiting list, late year 6 to 7 applicants will be slotted into the order according to the extent to which they meet the over subscription criteria. Thus it is possible that 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. This waiting list operates until the end of the academic year in which the admission is sought. The arrangements in this paragraph are administered by Cheshire West and Chester admissions department.

## **8. Late Applications**

Applications, which are received after the last Local Authority published date, will be considered after all the others, and placed on the waiting list in order according to the criteria.

## **9. Children of UK Service Personnel (UK Armed Forces)**

Places will be allocated in line with the requirements of Section 2.21 of the *School Admissions Code*, published in December 2021 by the Department for Education. Proof of posting is required.

## **10. In Year Admissions**

It sometimes happens that a child needs to change school other than at the end of Year 6; such admissions are 'In Year Applications' or 'In Year Admissions'. Applications for admission, and any appeals, are considered in relation to the availability of places in the child's chronological age group. Parents wishing their child to attend this school are welcome to arrange to visit the school. In year application, forms are available from the school website. Where there is more than one application, a rank order will be used, and place(s) offered according to the admissions criteria. Unsuccessful applicants have the right of appeal and may request in writing to be placed on the waiting list for the year group. Successful applicants will be requested to provide a copy of the child's birth certificate or other proof of date of birth.

## **11. Tie Break**

In the event of a tie break, a random allocation will be undertaken by an independent body.

## **12. Repeat Applications**

The Governors will not consider repeat applications within the same school year unless the parents' circumstances have changed significantly since the original application was made.

## **13. 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 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.

## **14. Right of Appeal**

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/ carers should complete an appeal form available on our website and submit this within 20 school days of receiving the letter refusing a place.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## **15. Admission of Children Outside of Their Chronological (Normal) Age Group**

The circumstances of each case and the best interests of the child are considered. Where places are available students may be allocated a place in their chronological year group with access to a right of appeal.

## **16. Further Information**

- Families wishing to visit the school are most welcome to do so by appointment for admission to years 7-11. [admissions@bishopschester.co.uk](mailto:admissions@bishopschester.co.uk)
- Various open events are arranged in the summer term for Year 5 and autumn term for Year 6.
- A Sixth Form information evening is held annually. Visits and information are available through the Sixth Form administrator.
- Prospectuses and other information relating to admissions are available from the school and from the school website [www.bishopschester.co.uk](http://www.bishopschester.co.uk)

## **17. Sixth Form Admissions**

The Sixth Form at The Bishops' Blue Coat CE High School provides for up to 200 students. The Published Admissions Number (PAN) for new applicants joining our Sixth Form from neighbouring schools is 25.

### **Those attending the Sixth Form will be drawn from:**

Students in Year 11 at The Bishops' Blue Coat CE High School and new applicants from other schools/colleges.

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the school and new applicants. These Oversubscription Criteria explain admission to school year September 2023. Should the number of applications exceed the criteria below, places will be allocated according to these criteria with priority given to those living nearest to the school.

An application form, which is available from the school office and via the school website, must be completed and returned to the school no later than the application deadline published on the school website. Minimum entry requirements for admission onto courses vary and a full list of requirements are specified in the Sixth Form Prospectus. All applicants are advised to contact the school for further information. Evidence of relevant attainment must be provided at enrolment to validate an application.

### **Minimum Entry Requirements for admission to Level 3 courses (A levels, BTEC and equivalent)**

Students must have attained passes of numerical grade 4 or higher in six separate courses at GCSE or BTEC equivalent, including English and Mathematics.

### **Oversubscription Criteria**

Where eligible applications from new applicants exceed the number of places available, places will be allocated according to the following priority order: -

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order as defined in the Admissions Code 2021.
- All new applicants who fulfil the entry requirements.
- Oversubscription criteria will give priority to students with the highest average point scores in their Level 2 qualifications.

- If any applicant has the same average point score as another applicant for the final place in Categories 1 or 2, priority is given to those living nearest to the school. 'Distances are measured using Ordnance Survey mapping in conjunction with Local Land and Property Gazetteer (LLPG) to identify each property and each school. A straight-line measurement in miles is taken from the place of residence to the preferred school to calculate the distance.'

### **Procedure**

The closing date for applications is the deadline published on the school website. Guidance discussions will be held with all students who have expressed an interest (there are no formal interviews).

Conditional offers of places for on-time applications (subject to GCSE results) will be made no later than 1<sup>st</sup> May. Courses will be confirmed on enrolment day. Confirmation will be subject to the student meeting the minimum Sixth Form and course entrance criteria conditions, and the composition of option groups.

## **18. Supplementary Information Form**

See page below



# The Bishops' Blue Coat Church of England High School

## Supplementary Information Form

For applicants applying for a Criteria 3 or 4 place in 2023

<b>Student's Surname:</b>	<b>Student's First Name(s):</b>	
<b>Date of Birth:</b>	<b>Gender on Birth Certificate:</b>	<b>M      F</b>
<b>Name of Parent(s) / Guardian(s):</b>		
<b>Parental Email:</b>		
<b>Parental Telephone:</b>		
<b>Address:</b>		
<b>Postcode:</b>	<b>If relevant, please tick</b>	
Looked after children and all previously looked after children, including those children 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. 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 arrangement order or special guardianship order).		
The presence of a sibling in the school who is on roll in Year 7 - 12 when applications close (31/10/2022)		

Please Tick One or Both Boxes Below to Indicate Your Reason(s) for Choosing to Apply		
<b>Criteria 3</b>	I am / the child is involved in church worship and/or church activities <b>Complete Criteria 3 below</b>	
<b>Criteria 4</b>	My child attends a CE primary school named in Criteria 4 (of the policy) <b>Name of CE primary school:</b>	

<b>Parent / Guardian Signature:</b>	<b>Date:</b>
Completed form to be <b>received no later than 31<sup>st</sup> October 2022</b> to: The Admissions Clerk, The Bishops' Blue Coat Church of England High School, Vaughans Lane, Great Boughton, Chester, CH3 5XF admissions@bishopschester.co.uk	

Criteria 3 – Verification of Church Worship and/or Church Activities by Clergy or Church Leader	
Your vicar, minister, or other appropriate leader within the Church of England or a church which is a member of Churches Together in Britain and Ireland or affiliated to The Evangelical Alliance, is asked to confirm your, or the child's, attendance during the two years prior to the date of application at any of the activities listed below, normally at least once per month. <b>This is in addition to collective worship at school.</b>	
<b>Please tick all applicable</b>	
<b>Church Worship</b>	
<b>Other Church Activity (please specify. These might include Messy Church, Youth Group, Christian Union, Choir, Sunday School)</b>	
Details of Church or Place of Worship	
<b>Name of Church:</b>	
<b>Address:</b>	
<b>Postcode:</b>	<b>Telephone:</b>
Details of Clergy or Church Leader Confirming Attendance at Worship or other Church Activity	
<b>Name:</b>	
<b>Role:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Church Leader Signature:</b>	<b>Date:</b>