



# THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

## Admissions Policy School Year 2025/2026

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 2023
<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, our core values and a rich set of opportunities. Students achieve academically whilst growing personally and spiritually. Through their engagement in society, at Bishops' and beyond, our students make a positive difference through wise action, resilience and a sense of responsibility. Our community is enabled to live a life guided by Jesus, to flourish and have "life in all its fullness" (John 10:10).

Parents should be aware before applying that in this school our ethos is based on the teachings of the Christianity and the Church of England. Our vision and provision is rooted in Christian values and teachings.

This policy is based on the following advice from the Department for Education (DfE), Diocesan Board of Education and Cheshire West and Chester Admissions:

[Cheshire West and Chester Admissions](#)

[Schools Admissions Code](#)

[School Admissions Appeals Code](#)

[Chester Diocese Board of Education GUIDANCE TO AIDED SCHOOLS AND ACADEMIES ON THE APPLICATION OF THE SCHOOL ADMISSIONS CODE OF 2021](#)

## **2. Governors' Admissions Policy, School Year Beginning September 2024/2025**

We are passionate about education and know that students, staff, and parents are working together to 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 spiritually and personally to *be the best version of themselves*.

These admissions criteria explain admission to school year September 2025.

As an academy, the Academy Trust is the Admissions Authority. There are 210 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.

The Admissions Authority operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to this policy and the criteria which are listed in order of priority (1-6) below. Children with Education, Health and Care Plans (EHCPs) where The Bishops' Blue Coat CE High School is named are legally entitled to a place and will be admitted before all other applicants

In the event that there are more applicants than places (over 210), the Admissions Authority will allocate places using the following oversubscription criteria.

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 child arrangements order or special guardianship order). All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.
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> 2024
3. Children or parent/s who worship in a Christian church. Worship by the child or parent/carer is taken to mean attendance at one public worship service per month (this is not restricted to Sundays) for at least 2 years prior to the closing date for applications/date of application. This involvement must be in addition to collective worship at school. A Supplementary Information Form is required to be submitted to the school by October 31<sup>st</sup>. This is reviewed by the school in order for the place to be allocated under this criterion. Important information relating to this form is noted under section 3 of this policy {approx. 36 students Sept. 2023}.
4. Children who attend a named Church of England primary school which is listed in our Admissions Policy below. {approx. 37 students Sept. 2023}.

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; Saighton 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; Utkinton St Paul's Primary School; Grosvenor Park CE Academy, Chester; Upton Heath CE Primary School, Chester; Chester; Willaston CE Primary School

5. Children of parents who have been directly employed by the school in any capacity for a period of 2 years or longer and are on the payroll at the closing date for applications.
6. 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. 28 students Sept 2023, furthest distance admitted 0.7km}

Where an applicant qualifies under more than one of the criteria, the highest 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>, 2024. This is a national deadline. Parents and guardians will be notified by the local authority on March 1<sup>st</sup> 2025 of their child's secondary placement.

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

This form must be completed in full and sent to the school prior to October 31<sup>st</sup>. This is in addition to the Local Authority 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)**

Children or parent/s worship in a Christian church. Worship by the child or parent/carer is taken to mean attendance one public worship service per month (this is not restricted to Sundays) for at least 2 years prior to the closing date for applications/date of application. Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.

An incumbent, minister, or church officer will need to sign the Supplementary Information Form to confirm the applicants or their parent/carers attendance at public worship.

**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 31<sup>st</sup> October or email [admissions@bishopschester.co.uk](mailto:admissions@bishopschester.co.uk) with a scanned version.**

#### **4. Parent**

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

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

#### **9. Applications from outside of Cheshire West and Cheshire**

If you are resident in Wales, Scotland, Ireland or abroad and wish to apply for a school in Cheshire West and Chester you can apply directly to Cheshire West and Chester Council. If you are resident in another English authority, you must apply via your home council even if your preference is for a Cheshire West and Chester School.

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

When there are more applications than places, the admissions criteria above (1 – 6) 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 ordered criteria listed (1 – 6) in admissions policy. 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 ranked in the order according to the extent to which they meet the over subscription criteria. If a place becomes available within the admission number in the year group, the child whose name is ranked highest 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 (31<sup>st</sup> August) in which the admission is sought. The arrangements in this paragraph are administered by Cheshire West and Chester admissions department.

### **11. 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.

### **12. 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.

### **13. 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 year group. See section 18 for applications outside of child's chronological age. Parents wishing their child to attend this school are advised to contact [admissions@bishopschester.co.uk](mailto:admissions@bishopschester.co.uk) with further details about the application. In year application forms are available from the school website. Where there is more than one application, applications are ranked by admissions criteria 1 – 6. Unsuccessful applicants have the right of appeal. 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. Parents may also 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.

#### **14. Tie Break**

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

#### **15. 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.

#### **16. 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.

#### **17. 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.

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

Parents/carers may on the rare occasion seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.



If this is the case parents should inform admissions about the details of the request for admission outside of their chronological age and provide further details in a letter to the Headteacher.

The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision. Unsuccessful applicants have the right of appeal.

## **19. Further Information**

- Various open events are arranged in the summer term for Year 5 and autumn term for Year 6.
- 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)
- If there is any further information required please contact [admissions@bishopschester.co.uk](mailto:admissions@bishopschester.co.uk)



## The Bishops' Blue Coat Church of England High School Supplementary Information Form

For applicants applying for a Criteria 3 Completed form to be **received no later than 31<sup>st</sup> October 2024**  
to: The Admissions Clerk, The Bishops' Blue Coat Church of England High School, Vaughans Lane, Great

<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</b> <b>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).		<input type="checkbox"/>
The presence of a sibling in the school who is on roll in Year 7 - 12 when applications close (31/10/2024)		
<b>Criteria 3 – Verification of Church Worship and/or Church Activities by Clergy or Church Leader</b>		
I confirm that I/my child attendance one public worship service per month (this is not restricted to Sundays) for at least 2 years prior to the closing date for applications/date of application. Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.		
Signed parent/carer		Date
<b>Details of Church or Place of Worship</b>		
<b>Name of Church:</b>		
<b>Address:</b>		
<b>Postcode:</b>	<b>Telephone:</b>	
<b>Details of Clergy or Church Leader Confirming Attendance at Worship or other Church Activity</b>		
<b>Name:</b>		
<b>Role:</b>		
<b>Address:</b>		
<b>Postcode:</b>		
<b>Church Leader Signature:</b>		<b>Date:</b>
<b>Further information</b>		

