



# **The Bishop of Hereford's Bluecoat School**

## **ADMISSIONS POLICY 2021**

**SLT Lead: Jonathan Nicholas**

**Reviewed by SLT: 19th September 2019**

**Governor Committee Approval: 17<sup>th</sup> December 2019**

**Review Date: September 2021**

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## **Part 1: Admissions Policy for Admission to Year 7 in September 2021**

Applications for admission to the school are considered by the Local Authority.

The agreed admissions number for 2021 is 235.

Applications must be made by 31st October, 2020. Offers of places will be made on 1<sup>st</sup> March 2021 (National Offer Day). Appeals against refusal of admission must be made, in writing, to the Governing Body by 25<sup>th</sup> March 2021. Appeals will be heard during May 2021.

Children will be considered for admission if they qualify under one of the following categories, in priority order, and accept the Christian aims of the school. Whenever oversubscription is reached, students with an Educational Health Care Plan which names the School are allocated places and then strict geographical distance from the school (i.e. the shortest available walking route) is applied within the relevant category /categories.

**SPECIAL NEEDS:** students in receipt of banded funding where the Local Authority believes, in consultation with the Governors, that a particular school should be named.

Oversubscription criteria

1. 'LOOKED AFTER': students in the 'Looked After' system and children who have been previously looked after.

2. OPEN PLACE - CATCHMENT: available to children ordinarily resident<sup>1</sup> (see notes) within the designated area: Tupsley, south of the Ledbury Road and east of the Eign Brook (the centre of the road and the brook being the boundary), the designated civil parishes of Hampton Bishop, Mordiford, Fownhope, Woolhope, Lugwardine, Bartestree and Dormington.

3. CHURCH PLACE: available to children of families resident within the Archdeaconry of Hereford and involved in the worship, life and work of a Christian Church, supported by the endorsement of the parish priest or minister of that church. Family involvement with the Church will be assessed according to the following three definitions:

- ◆ At the heart of the Church
- ◆ Attached to the Church
- ◆ Known to the Church

Further details available on the Church information form also called a Supplementary Information Form (SIF), available on our website.

For the purposes of this policy 'a Christian Church' is taken to mean an organised body subscribing to the Doctrine of the Trinity and which is a member of a local Christian Council/Councils of Churches or is affiliated to 'Christians Together in England'.

4. OPEN PLACE - SIBLING <sup>2</sup>: (see notes) children resident outside the designated area who have brothers or sisters currently attending the school and will still be registered students at the time of admission.

5. OPEN PLACE – FEEDER SCHOOL: children resident outside the designated area who nevertheless attend one of this school's feeder primary schools (St. Paul's, Hampton Dene, St. Mary's Fownhope, Mordiford and Lugwardine).

6. OPEN PLACE - MEDICAL, SOCIAL, COMPASSIONATE: children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to the school is necessary for the well being of their child. Parents are

required to produce a medical certificate or other appropriate information preferably from an independent source.

7. OPEN PLACE - OTHER: children who live closest to the school by the shortest available walking route.

The waiting list for admissions will be ranked again every time a child is added, in line with the published oversubscription criteria.

In the case where two applications cannot be separated then the final-tie breaker decision will be undertaken by an individual independent of the school, from the Local Authority.

For further information and clarification, please contact the Local Authority Admissions Office on (01432) 260925 or 260926.

All applicants should complete the online Herefordshire Local Authority application form found at [https://www.herefordshire.gov.uk/info/200144/schools\\_and\\_education/263/secondary\\_school\\_admissions](https://www.herefordshire.gov.uk/info/200144/schools_and_education/263/secondary_school_admissions). In addition, Church place applicants should complete a Church information form (supplementary information form), which can be downloaded from the BHBS website <http://www.bhbs.hereford.sch.uk/School-Admission>. This must be taken to the parish priest or minister of your Church who will endorse the form. The Church form (SIF) should be returned to the school marked *"For the attention of Admissions"*

Parents/carers must apply for an Open place or Church place but not both.

### Arrangements for Visits

An open evening is to be held in October 2020 to which parents/carers who are considering the school for their son or daughter are invited. There will be conducted tours throughout the evening and the Headteacher will give three separate talks about life at Bishops. On several occasions in October the school will also be open for parents/carers to view the school in operation during a normal day. Students will act as guides and parents/carers will have an opportunity to visit classes and talk to students and staff. Dates and times will be confirmed on our website at the start of the autumn term.

Notes:

<sup>1</sup> 'ordinarily resident' is defined as the address at which the child normally lives and where evidence can be supplied of residency (e.g. utilities bill). Short-term tenancy agreements of less than 6 months, or temporary moves to live with relatives to create area status will not be accepted.

<sup>2</sup> 'Sibling' is defined as a full brother or sister; a half brother or sister; an adoptive brother or sister; a step brother or sister; or a child of the parent's/carer's partner, and in every case the child should be living in the same family unit at the same address.

## **Part 2: Procedures for Casual Admissions at BHBS**

(a casual admission is an admission that occurs after the KS2 to KS3 transition)

### **Policy Statement**

In all cases an 'In Year Transfer Application Form' will be completed. This form will be copied to the Local Authority and BHBS will notify the LA and parents/carers of the outcome.

### **Students who move to Herefordshire**

Students who move into Herefordshire can apply direct to BHBS and a place will usually be granted, providing that we are not above PAN (pupil admission number) in that year group. The family will be invited to an informal meeting and a tour of the school, which must take place before an offer is made. This is for parents/carers to ensure that BHBS is the right place for the student. If we are below PAN, then the student would normally be accepted, unless there are concerns over the impact the student may have on the year group and school. For students that have complex behaviour issues a referral to 'In-Year Fair Access' may be made if they are considered a 'hard to place' student.

An application will be referred to a nominated member of the Governors Admission Panel if BHBS is at the PAN for the relevant year group.

### **Students who already go to a school in Herefordshire, who then move into our catchment**

Any student who wishes to move from a school within Herefordshire must complete an 'In year Transfer Application Form'. If a student moves into the catchment of BHBS and there is capacity, then the student would normally be accepted into BHBS, providing the current school is supportive of the move. The family would normally meet with the Deputy Headteacher responsible for admissions. Where there have

been issues of poor behaviour or low attendance, then BHBS may refer the application to the 'In-Year Fair Access Panel'. The school may also seek to arrange a managed move, to provide an opportunity for the student, parents/carers and BHBS to make sure this is the right place. A transfer to BHBS will not normally be supported when a student is in year 11, because a move at this stage can be very disruptive for the young person. Year 10 students may be allowed to transfer in the autumn term, providing that courses match up and the student can demonstrate a willingness to catch up on any missed work.

### **Students who already go to a school in Herefordshire, but reside outside our catchment**

A transfer will not automatically be granted, when a student wishes to transfer to BHBS, yet resides outside our catchment. An 'In-year transfer Application Form', must be submitted and the student and parent/carer must meet with the Deputy Headteacher, responsible for admissions. Where there have been issues of poor behaviour or low attendance, then BHBS may refer the application to the 'In-Year Fair Access Panel'. Moving school can be a disruptive and challenging experience, so the school and family must be satisfied that the move is appropriate. Reasons for moving may include the following:

- A request for a church place
- Current school unable to offer a particular curriculum pathway
- Evidence of persistent bullying at current school
- Sibling is attending BHBS
- Student has felt isolated at current school and has been unable to settle;
- If current life at school is leading to mental health issues verified through CAMHS or a doctors letter.
- Student genuinely wishes to make a fresh start and this is supported via the 'managed move protocols'
- The In Year Fair Access Panel has decided that the student should come to BHBS

If the current school is failing to make appropriate provision within the terms of the special needs code of practice 2014, then this should not be a reason to move to Bishop's.

The Deputy Headteacher will liaise with the Headteacher about all transfers and will provide detail about why they think the application should be supported or turned down. The final decision lies with the Headteacher.

Approved by the Admissions Committee at their meeting of the 17<sup>th</sup> December 2019

Signed: 

Date: 18 Jan 2020

Reverend Nick Armstrong

Chair Admissions Committee