

IN YEAR APPLICATION 2017/2018

Name of child

Metropolitan Borough of Bury

Diocese of Manchester

BURY CHURCH OF ENGLAND HIGH SCHOOL



Haslam Brow, Bury BL9 0TS

Tel: 0161 797 6236

Email: offman@burychurch.bury.sch.uk

Headteacher: Revd Craig Watson MA BSc(Hons) NPQH

Chair of Governors: Mr Lawrence Yarwood

IN-YEAR APPLICATION PROCESS

Page 2 and 3	Explanatory letter
Page 4 and 5	Admissions Policy and Admission Criteria
Pages 6 and 7	Part A – Supplementary Information Form BCE2018
Page 8 and 9	Part B – Supplementary Information Form BCE2018 to be completed by Minister or Church Official as appropriate.

Ratified by Governing Body 13th October 2014 following the Determination of Admission Arrangements Case ADA2601 by the Office of the Schools Adjudicator dated 25th September 2014. Approved by the Diocese of Manchester Board of Education in October 2014.

Compliant with mandatory requirements included in the Department for Education 2012 Admissions Code. Following a legal referral, The Office of the Schools Adjudicator again Determined that these Admission Arrangements conform with the requirements relating to admission arrangements under Case ADA2833 in June 2015. Data relating to 2017 Applications and Appeals given on pages 2 of this document was updated after the appeals had been heard.

Dear Parent/Guardian

IN YEAR APPLICATION 2017/2018

We welcome your interest in Bury Church of England High School. Please read our Prospectus - available from the school office during the Autumn Term 2017 or during attendance on our Open Day and Open Events including school tours – carefully, to satisfy yourselves that our school is the appropriate school for your child, bearing in mind the Christian ethos of the school. We offer a Christian education based on the Anglican tradition which places emphasis on the importance of, and participation in, worship. We ask all parents/guardians applying for a place here to respect this ethos and its importance to the school community. The school does not have a catchment area. Currently pupils come from over 60 parishes in Bury, Prestwich, Radcliffe, Heywood, Rochdale, Middleton, Manchester, Bolton and Salford.

The Admissions Policy and Criteria for Admission for the school are shown on page 4 of this document.

In order for the Governors to consider applications under special medical and social circumstances (Category 2) or faith (Category 3) criteria, it is necessary for parents to also complete the school's own supplementary information form (SIF). Applications for Criterion 2 places must be accompanied by professional supporting evidence. Applications for Criterion 3 (faith) places must have Part B (see page 8) completed by your vicar/priest/ minister or church officer. If you have changed churches in the last five years, or you and your child have attended public worship at more than one church, each set of clergy or church officers should be asked to provide full details of such attendance. This can be either via fully detailed supporting letter, but preferably via completion of an additional Part B SIF, photocopied before completion or obtained from the school office. Point scores will be given for Criterion 3 applications as detailed on page 5 and applications prioritised in points score order. Please staple all additional papers securely to the SIFs. Application may also be made electronically by those seeking places under Criteria 1 and 4 of the oversubscription criteria. All information will be regarded as confidential.

The completed application form should be returned to the Admissions Committee, Bury Church of England High School, Haslam Brow, Bury, Lancashire, BL9 0TS as soon as possible.

Yours sincerely

Chair of Governors

ADMISSIONS POLICY FOR BURY CHURCH OF ENGLAND HIGH SCHOOL

The Governors are responsible for admissions to the school in agreement with the Manchester Diocesan Board of Education and the Local Authority. Currently the school's admission number is 156 pupils each year.

ELIGIBILITY FOR ADMISSION

All pupils are admitted without reference to a child's ability and aptitude. All children having a Statement of Special Educational Needs in whose statement the school is named will be admitted.

CRITERIA FOR ADMISSION

When the number of applicants exceeds the number of remaining places available, places will be allocated in order of priority as follows:

1	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 services functions at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted ¹ (or became subject to a residence order ² or special guardianship order).
2	Children whose medical or social circumstances mean that their needs can only be met at this school. Where such an admission is sought, professional supporting evidence e.g. from a doctor, psychologist or social worker is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school
3	Children who attend public worship regularly with one of their relatives (parent/guardian, grandparent or aunt/uncle) at a Church belonging to Churches Together in Britain and Ireland (CTBI) or a local grouping of Churches Together. Points will be given based on information supplied by parents and confirmed by the Church minister/official to enable prioritisation with priority being given to those having the higher attendance. Where a single place remains and there is more than one applicant with similar points, score priority will be given first to the applicant who has an older sibling in Year 8 at the time of admission with a lower priority being given to applicants with siblings in Years 9, 10 and 11. If more than one applicant satisfies the requirement the place will be awarded on the basis of home to school distance (see Note A below). Sibling includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart
4	Any other children who will have an older sibling on the school roll in the September for which admission is sought. Sibling includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. If more than one applicant satisfies the requirement the place will be awarded on the basis of home to school distance (see Note A below).
5	Any other children with priority given on the basis of home to school distance (see Note A below).

¹ Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

² Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

NOTES

A. HOME TO SCHOOL DISTANCE

If there are a number of applications with equal points scores under Criterion 3, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer), with nearer addresses having priority over the more distant ones.

B. MULTIPLE BIRTHS

If the situation occurs where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

C. NORMAL RESIDENCE

Where parenting is shared, the normal residence will be taken as that to which Child Benefit is paid.

D. APPEALS

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 should notify the Clerk to the Admissions Committee at the school of their intention to appeal within 20 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the Panel in writing and also to attend in order to present their case. Normally parents will receive 14 days notice of the time and place of the appeal. This right of appeal against the governors' decision does not prevent parents from making an appeal in respect of any other school.

E. FRAUDULENT APPLICATIONS

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place. The application will be considered afresh and a right of appeal offered if a place is refused.

Supplementary Information Form BCE2018 Part A

IN YEAR APPLICATION 2017/2018

The Parent(s)/Guardian(s) should complete this part of the Form.

(Please ensure your application form has been signed prior to submitting it).

Legal Surname of Child: _____

Christian or Forename: _____ Middle Name(s): _____

Date of Birth: _____ Gender: Male / Female *(please circle as appropriate)*

Address: _____

Post Code: _____ Home phone: _____ Mobile phone: _____

Name(s) of Parent(s)/Guardian(s): _____

Church attending: _____

Name and current Year Group(s) of any brother(s) or sister(s) attending Bury Church of England High School:

Name: _____ Year Group: _____

Signed: _____	Parent/Guardian _____	Parent/Guardian _____
	(Please print)	(Please print)

Exceptional medical or social needs (See point 2 of the criteria for admission notes)

If you wish exceptional medical or social needs to be taken into account please say what these are in this section and supply written professional evidence to support your application securely stapled to this document.

Worship Attendance:

1. How frequently has this child attended public worship at Church, Sunday School or with Uniformed Organisations over the past 5 years?
Please indicate attendance by initialling in the appropriate box on each scale.

Attendances per year

0	1 to 6	7 to 12	13 to 18	19 to 24	25 to 30	31 to 36	37 to 42	43 to 48
0 points	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points

For how many years has this attendance been sustained? _____ years.

If attendance has varied from year to year please state attendance at public worship clearly for each of these for each year for the past five years to enable accurate point scores to be calculated. If attendance with Uniformed Organisations is at another Church and therefore cannot be validated on Part B of this SIF, you must provide a supporting letter on Headed Notepaper paper from the Uniformed Organisation giving full details of attendance at public worship on Church parades over the 5 year period in order for these additional points to be given.

2. How frequently has one of the child's relatives (parent/guardian, grandparent or aunt/uncle) attended public worship with the child at church? (Please circle appropriate relative to assist validation by the referee in Part B).

Attendances per year with the child

0	1 to 6	7 to 12	13 to 18	19 to 24	25 to 30	31 to 36	37 to 42	43 to 48
0 points	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points

For how many years has this attendance been sustained? _____ years.

If attendance has varied from year to year please state attendance clearly for each year during the past five years to enable accurate point scores to be calculated.

Your vicar/priest/minister or church officer should now complete PART B of this Form.

After completion you must return SIF parts A and B to The Admissions Committee, Bury Church of England High School, Haslam Brow, Bury, Lancashire BL9 0TS. If you are seeking a place under Oversubscription Categories 1, 2 or 4, you should return Part A with the personal information completed and Part B blank. **If returning by post in an A4 envelope PLEASE USE A LARGE SIZE STAMP as the Post Office will not deliver underpaid mail.**

PLEASE NOTE: Governors may contact clergy, church officials and those writing supporting letters to confirm the validity of the information given. The provision of incorrect information could prejudice any offer of a place.

Individual point scores to enable prioritisation will be calculated as follows:

- Establish child's points score from the frequency of child's attendance at public worship at church, at Sunday School where this includes acts of worship, or with Uniformed Organisations on Church Parades each year. (Scored 0 to 8 points maximum per year).
If this figure is the same each year, multiply the points score by the number of years sustained in the last 5 years to give child's total points. If attendance has varied over this 5 year period, the point score for each year will be added to give the total score. If attendance has been at more than one church you should provide a second or third SIF or fully detailed letter to validate the points scored.
- Establish points score from the frequency of relative's attendance at public worship with the child each year. (Scored 0 to 8 points maximum per year).

If this figure is the same each year, multiply the points score by the number of years sustained in the last 5 years to give relative's total points. If attendance has varied over this period, the point score for each year will be added to give the total score.

- Add scores together for both child and relative to give Total Point Score.

Example calculations:

Child attending church 32 times each year for 3 years: 6 points x 3 yrs = 18 points.
plus attending church 40 times each year for 2 years: 7 points x 2 yrs = 14 points.
Relative attending church 32 times each year for 5 years

6 points x 5 yrs = 30 points.
Total Point Score 62 points.

Child attending church 30 times each year for 4 years: 5 points x 4 yrs = 20 points.
Relative attending church 30 times each year for 5 years:

5 points x 4 yrs = 20 points.
Total Point Score 40 points.

(N.B. Only 4 years used as relative's multiplier because attendance must be with the child).

The maximum points score possible = 80 points.

Supplementary Information Form BCE2018 Part B

Confirmation of data given in Part A by parent(s)/guardian(s) by Rector/Vicar/Priest/Minister/Church Officer. The person signing this form as a referee should not also be involved in the admissions procedures of the school and if they are they must declare a personal interest.

Surname of child: _____ Christian or forename: _____

Names of Parent(s)/Guardian(s): _____ Address: _____

_____ Post Code: _____

Place of worship the child and one (or both) of the parents/guardians regularly attends:

Name of place of worship: _____ Denomination: _____

Address: _____

1. I confirm that the above child has attended public worship at Church, Sunday School or with a Uniformed Organisation for:

Attendances per year

0	1 to 6	7 to 12	13 to 18	19 to 24	25 to 30	31 to 36	37 to 42	43 to 48
0 points	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points

Number of years this attendance has been sustained: ____ Years

If attendance has varied from year to year please confirm attendance each year during the past five years to enable accurate point scores to be calculated.

2. I confirm that one of the child's relatives (parent/guardian, grandparent or aunt/uncle) has attended public worship with the child for:

Attendances per year with the child

0	1 to 6	7 to 12	13 to 18	19 to 24	25 to 30	31 to 36	37 to 42	43 to 48
0 points	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points

Number of years this attendance has been sustained: ____ Years

If attendance has varied from year to year please confirm attendance each year during the past five years to enable accurate point scores to be calculated.

PLEASE INITIAL IN THE APPROPRIATE BOX ABOVE IN EITHER OR BOTH CASES AND CLARIFY THE ATTENDANCE FIGURES YOU PROVIDE IF THEY ARE AT VARIANCE WITH PARENTS.

Signed: _____ Rector/Vicar/Priest/Minister/Church or Organisation Officer

Please print name: _____ Date: _____ Office held: _____

Address: _____

Post Code: _____ Telephone No: _____ Mobile No: _____