

Name of child

Metropolitan Borough of Bury

Diocese of Manchester

**BURY CHURCH OF ENGLAND
HIGH SCHOOL**



Haslam Brow, Bury BL9 0TS

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Headteacher: Revd Craig Watson MA BSc(Hons) NPQH

Chair of Governors: John H Allen MBE CPhys MInstP

APPLICATION PROCESS for YEAR 7, 2016

Page 2 and 3	Explanatory letter
Page 4 and 5	Admissions Policy and Admission Criteria
Pages 6 and 7	Part A – Supplementary Information Form BCE2016
Page 8 and 9	Part B – Supplementary Information Form BCE2016 to be completed by Minister or Church Official as appropriate.

Ratified by Governing Body 13th October 2014, following the Determination of Admission Arrangements Case ADA/2601 by the Office of the Schools Adjudicator dated 25th September 2014. Approved by the Diocese of Manchester Board of Education in October 2014. Published on school website October 2014 for September 2016 Admissions.

Compliant with mandatory requirements included in the Department for Education 2012 Admissions Code. Data relating to 2015 Applications and Appeals to be updated on page 2 of this document when available.

Dear Parent/Guardian

ADMISSION TO YEAR 7 SEPTEMBER 2016

We welcome your interest in Bury Church of England High School. Please read our Prospectus - available from the school office during the Autumn Term 2015 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, Form BCE2016. Applications for admission to the school must be made on the Common Application Form enclosed with your Local Authority's Transfer to High Schools brochure on the dates advised by the Local Authority in the year prior to entry to the school. It is not normally possible to change the order of your preferences after the Local Authority closing date.

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. This is Form BCE2016 Part A, available from the school during the Autumn Term preceding the year of entry and on both the school and Bury Local Authority websites and also included within this package of information (see pages 6 and 7). 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.

For entry to Year 7 2014, 230 preferences were made via the Common Application Form of which approx. 196 had completed the school's BCE2014 Supplementary Information Form (SIF). 7 places were taken by the parents of children with Statements of Special Needs naming the school. There were 4 applications under Criterion 1, none under Criterion 2, 188 under Criterion 3 (worshipping families) and the remainder under Criterion 4 who did not complete a SIF. Initial offers were made to Criterion 3 applications scoring above 30 points and, as topping up processes continued, to all applications scoring above 29 points. There were no offers made to Criterion 4 applications. There were 21 Appeals for places scheduled over 2 days in early June 2013; 8 of these were allowed

Completed BCE2016 SIF forms should be returned to the Admissions Committee, Bury Church of England High School, Haslam Brow, Bury, Lancashire, BL9 0TS before **20th November 2016**, a later date than that by which you must return your Common Application Form to your Local Authority in order to give adequate time for the SIF's to be completed.

Whilst it is possible for you to send your BCE2016 SIF's to your Local Authority for forwarding to the school, this is not advisable as there have been a number of occasions in the past when the school has never received them.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the home Local Authority on behalf of the governing body on 1 March 2016 or on the next working day. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Where the Local Authority accepts there are extenuating circumstances for an application being received after the last date for applications and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria. The Governors' Admissions Committee will carefully consider all applications received and generate a ranking list in points score order for Criterion 3 applications.

If you wish the school to acknowledge receipt of your application, you should attach a stamped, addressed envelope to your BCE2016 SIF form. If your application is being made for a place under Criterion 3 of the oversubscription criteria, the original completed paper documents must be returned. If you apply for a Criterion 1 or Criterion 4 place electronically, please advise the school Office Manager that you have done so via an additional email to: offman@burychurch.bury.sch.uk.

Yours sincerely

John H Allen MBE

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. Each year the school will admit a total of 156 pupils to Year 7. All admissions must be dealt with by the Local Authority with effect from September 2010.

ELIGIBILITY FOR ADMISSION

All pupils of transfer age are eligible for admission into Year 7. 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.

A list of all applications prioritised by the Governors' Admissions Committee in accordance with the above criteria will be passed to the Bury Local Authority Admissions Team who will allocate places according to parental choices of High Schools in co-ordination with other Local Authorities. Refused places will be re-offered in prioritised list order. The list will be retained until the end of the first term of the academic year and be used to top up places whenever the number on roll falls below 156.

NOTES

A. HOME TO SCHOOL DISTANCE

If there are a number of applications with equal point 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.

Tie-breaker – Where two (or more) applicants have equal priority for the remaining place(s) available at the school after the application of the over-subscription criteria, random allocation will be used as the tie-breaker by names being drawn supervised by the Area Dean for the Bury Deanery or other person who is independent of the school

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. WAITING LIST

Where we have more applications than places, the admission criteria will be used. Children who are not admitted will have their names placed on the waiting list in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applications for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it will be possible that a late application for a child may 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. The waiting list will only operate until the end of the autumn term of the admission year.

E. 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 14 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.

F. 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 BCE2016 Part A

APPLICATION FOR A YEAR 7 PLACE FOR SEPTEMBER 2016

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

Surname of Child: _____ Christian or Forename(s): _____

Date of Birth: _____

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: _____

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
	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
	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.

3. 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.

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

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:

1. 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.
2. 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.

3. 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 BCE2016 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
	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
	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: _____