

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](mailto:offman@burychurch.bury.sch.uk)**

**Headteacher: Mr S Braithwaite BA(Hons)**

**Chair of Governors: Mr Dennis Taylor MBE**

### **IN-YEAR APPLICATION PROCESS**

<b>Page 2 and 3</b>	<b>Explanatory letter</b>
<b>Page 4 and 5</b>	<b>Admissions Policy and Admission Criteria</b>
<b>Pages 6 and 7</b>	<b>Part A – Supplementary Information Form BCE2022</b>
<b>Page 8 and 9</b>	<b>Part B – Supplementary Information Form BCE2022 to be completed by Minister or Church Official as appropriate.</b>

Bury CE High School Admissions Policy was ratified by the 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 2019 Applications and Appeals given on page 2 of this document was updated after appeals had been heard.

## **Addendum - COVID-19 variation for September 2022 applications**

On the 13 August 2020, The Office of the School Adjudicator determined, in accordance with section 88E of the Schools Standards and Framework Act 1998, Case reference: VAR1473, approval of the proposed variation to the admission arrangements determined by the Governing Board of Bury Church of England High School for September 2021 that for admission in September 2021 and 2022, the faith-based oversubscription criteria will be as described in the determination.

For admissions in September 2022, the Governing Body proposes to vary the faith-based oversubscription criteria that require attendance at public worship so that, in the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

More specifically, for admissions to Year 7 in September 2022, the school will not use worship attendance (as defined by being a Church belonging to Churches Together in Britain and Ireland (CTBI: <http://ctbi.org.uk>) or a local grouping of Churches Together that subscribe to the principles of CTBI) for points awarded using our criteria for admissions for the period 17 March 2020 to at least the 31 August 2021 due to the national enforced closure of places of worship. This is because we recognise that some places of Worship have been able to re-open earlier than others, some have restricted attendance, and some people are still required to isolate, and we do not wish to disadvantage any family.

The school may need to rationalise the over subscription criteria again in future years in the light of any further enforced Government closure arising from further incidence of COVID-19 infections.

Dear Parent/Guardian,

## **IN-YEAR APPLICATION 2021/22**

We welcome your interest in Bury Church of England High School. Please read our Prospectus - available from the school office during the Autumn Term 2021 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 5 of this document, Form BCE2022.

In order for the Governors to consider applications under special medical and social circumstances (Category 2) or faith (Category 4) criteria, it is necessary for parents to also complete the school's own supplementary information form. This is Form BCE2022 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 4 (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 4 applications as detailed on page 4 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 5 of the oversubscription criteria. All information will be regarded as confidential.

For entry to Year 7 2021, 536 preferences were made via the LA Common Application Form of which 221 had completed the school's BCE2021 Supplementary Information Form (SIF). 4 places were taken by children with Statements of Special Needs. 3 applicants were offered a place under Criterion 1 and 4 under Criterion 2. 2 applicants were offered a place under Criterion 3. Initial offers were made to 114 Criterion 4 applications (attendance at public worship) scoring 1 or more points and, as topping up processes continued, 5 offers were made to Criterion 5 applications and 17 offers to Criterion 6 applications for whom we had received a completed BCE2021 SIF and 13 offers to Criterion 6 who had not submitted a completed BCE2021 SIF. 8 appeals for Year 7 places were held in June 2021; 4 of these were allowed by the independent Appeals Panel.

Completed BCE2022 SIF forms should be returned to the Admissions Committee, Bury Church of England High School, Haslam Brow, Bury, Lancashire, BL9 0TS as soon as possible.

If you wish the school to acknowledge receipt of your application, you should attach a stamped, addressed envelope to your BCE2022 application form. If your application is being made for a place under Criterion 4 of the oversubscription criteria, the original completed paper documents must be returned. If you apply for a Criterion 1 or Criterion 5 place electronically, please advise the school Office Manager that you have done so via an additional email to: [offman@burychurch.bury.sch.uk](mailto:offman@burychurch.bury.sch.uk).

Yours sincerely

Mr D Taylor 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 162 pupils to Year 7.

### 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 or Education, Health and Care plan (EHCP) in whose statement/EHCP 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	<p><b><u>The new School Admissions Code 2021 comes into force on 1<sup>st</sup> September 2021 and will apply with immediate effect from that date.</u></b></p> <p><b><u>September 2021 Admissions Arrangements as well as all future Admission Arrangements must have the following words as the first oversubscription criteria:</u></b></p> <p>Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. "Looked after" means that the child was (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. This criterion also includes looked after children and all previously looked after 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.</p>
2	<p>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</p>
3	<p>Children of staff at the school where the child resides with that member of staff either permanently or as part of a shared resident order or similar arrangement between parents and in either or both of the following circumstances:</p> <p>a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or</p> <p>b) the member of staff was recruited to fill a vacant post for which there is a demonstrable skills shortage.</p>
4	<p>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: <a href="http://ctbi.org.uk">http://ctbi.org.uk</a>) or a local grouping of Churches Together that subscribe to the principles of CTBI. 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 full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart</p>
5	<p>Any other children who will have an older sibling on the school roll in the September for which admission is sought. Sibling includes full, 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).</p>
6	<p>Any other children with priority given on the basis of home to school distance (see Note A overleaf).</p>

**\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these**

admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. More specifically, for admissions to Year 7 in September 2022, the school will not use worship attendance (as defined by being a Church belonging to Churches Together in Britain and Ireland (CTBI: <http://ctbi.org.uk>) or a local grouping of Churches Together that subscribe to the principles of CTBI) for points awarded using our criteria for admissions for the period 17 March 2020 to the 31 August 2021 due to the national enforced closure of places of worship. This is because we recognise that some places of Worship have been able to re-open earlier than others, some have restricted attendance, and some people are still required to isolate, and we do not wish to disadvantage any family.

The school may need to rationalise the over subscription criteria again in future years in the light of any further enforced Government closure due to any further rise in the incidence of COVID-19 infections.

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 162.

## NOTES

### A. HOME TO SCHOOL DISTANCE

If there are a number of applications with equal point scores under Criterion 4, 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 (31 December) 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 20 school 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 BCE2022 Part A

For admissions in September 2022, the Governing Body proposes to vary the faith-based oversubscription criteria that require attendance at public worship so that, in the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

More specifically, for admissions to Year 7 in September 2022, the school will not use worship attendance (as defined by being a Church belonging to Churches Together in Britain and Ireland (CTBI: <http://ctbi.org.uk>) or a local grouping of Churches Together that subscribe to the principles of CTBI) for points awarded using our criteria for admissions for the period 17 March 2020 to the 31 August 2021 due to the national enforced closure of places of worship. This is because we recognise that some places of Worship have been able to re-open earlier than others, some have restricted attendance, and some people are still required to isolate, and we do not wish to disadvantage any family.

The school may need to rationalise the over subscription criteria again in future years in the light of any further enforced Government closure arising from further incidence of COVID-19 infections.

### IN-YEAR APPLICATION

**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: \_\_\_\_\_ Email address: \_\_\_\_\_  
 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)

**Are you a member of staff at Bury CE High School? YES [ ] NO [ ]**

**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:

- How frequently has this child attended public worship at Church, Sunday School or with Uniformed Organisations over the past 3 school years (1 September to 31 August) **up to 31 August 2019**. Please indicate attendance by initialling in the appropriate box on each scale.

*Attendances per school year starting each September through to August.*

**Please do not include attendance from 1st September 2019 to 31 August 2021, instead please use the COVID-19 PERIOD ONLY box below.**

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 three years up to 31 August 2019 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 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.

**COVID-19 PERIOD ONLY - Attendance for the period 1 September 2019 to 31 August 2021.**

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

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. Attendances per year starting at 1 September through to 31 August. Please do not include attendance from 1 Sept 2019 to 31 August 2021, instead please use the COVID-19 PERIOD ONLY box below.*

For how many years has this attendance been sustained? \_\_\_\_\_ years.

If attendance has varied from year to year please confirm attendance each year during the three years up to 31 August 2019 to enable accurate point scores to be calculated.

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

**COVID-19 PERIOD ONLY - Attendances per year with the child. Attendance for the period between 1 September 2019 to 31 August 2021.**

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

**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 5, 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. \*\*Please refer to the 3 school years up to and including 1 September 2018 to 31 August 2019, and then add the points for 1 September 2019 to 31 August 2021 in the COVID-19 Period box.

3. 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.

4. 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 BCE2021 Part B

For admissions in September 2022, the Governing Body proposes to vary the faith-based oversubscription criteria that require attendance at public worship so that, in the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

More specifically, for admissions to Year 7 in September 2022 the school will not use worship attendance (as defined by being a Church belonging to Churches Together in Britain and Ireland (CTBI: <http://ctbi.org.uk>) or a local grouping of Churches Together that subscribe to the principles of CTBI) for points awarded using our criteria for admissions for the period 17 March 2020 to the 31 August 2021 due to the national enforced closure of places of worship. This is because we recognise that some places of Worship have been able to re-open earlier than others, some have restricted attendance, and some people are still required to isolate, and we do not wish to disadvantage any family.

The school may need to rationalise the over subscription criteria again in future years in the light of any further enforced Government closure arising from further incidence of COVID-19 infections.

**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 starting each 1 September through to 31 August for each year. **Please do not include attendance from 1 September 2019 to 31 August 2021, instead please use the COVID-19 PERIOD ONLY box below.***

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 last four years up to 31 August 2019 to enable accurate point scores to be calculated.

**COVID-19 PERIOD ONLY - Attendance for the period between 1 September 2019 to 31 August 2021.**

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

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. Attendances per year starting each 1 September through to 31 August. Please do not include attendance from 1st September 2019 to 31 August 2021, instead please use the COVID-19 PERIOD ONLY box below.*

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 four years to enable accurate point scores to be calculated.

**COVID-19 PERIOD ONLY** - Attendances per year *with the child*. Attendance for the period between 1 September 2019 to 31 August 2021.

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

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 Officer

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_ Office held: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_