



Admissions Policy for September 2018/19 **Other than for the Sixth Form**

The arrangements and criteria listed below apply only for applications in 2017/18 and will be reviewed annually by the Governing Body. They should not be regarded as binding for future years.

Please note that your application cannot be considered against our published faith criteria (see pages 3 and 4) unless you have completed **two** forms as follows:

- **The Common Application Form**, which must be returned to your home Local Authority. That is, the Local Authority area which serves the child's home address and where Council Tax is paid. This form may also be submitted on line.
- **The Supplementary Form**, which is attached and should be completed and returned direct to St Mary Redcliffe and Temple School. This form provides information which enables the governors to allocate places in accordance with the oversubscription criteria in this Policy. This form cannot be submitted online. This form only needs to be completed if you are applying under the faith oversubscription criteria (criteria A, B and E as shown on page 3).

Definitions - Highlighted words have the full meaning set out below:

Closing Date	Completed Supplementary Forms must be received by the School by 31 October 2017.
Church	<ul style="list-style-type: none"> • A Church of England or other Anglican Church or • A Christian Church which is a member of Churches Together in England (or its partner bodies in Scotland, Wales & Ireland) or • A Church or congregation that can provide either evidence of membership of the Evangelical Alliance, or a statement of belief that is Trinitarian.
Home	The permanent place of residence of child and Parent/Carer . Where Parents/Carers have shared responsibility for a child and the child lives for part of the week with each Parent/Carer , the nearer address will be considered as the Home address.
On Time Supplementary Applications	All applications on the Supplementary Form received on or before the Closing Date .
Late Supplementary Applications	All applications on the supplementary form received, for whatever reason, after the Closing Date , but before 31 August immediately preceding the Term of Entry .
Parent/Carer	Includes either or both Parents/Carers or a sole Parent/Carer . Where only one of two Parent/Carers satisfies the criterion, the application will be treated equally with applications where the criterion is satisfied by both Parents/Carers , save in the definition of Home . The reason for this is to ensure that children of separated or divorced Parents/Carers are treated in the same way as a child, whose Parents/Carers live together. The expression " Parent/Carer " includes permanent legal carers, but must relate to either a parent or a permanent legal carer, but not both.
Sibling	<p>A Sibling is a brother or sister, half-brother or half-sister or step-brother or step-sister living in the same Home and family unit.</p> <p>Full brothers/sisters are defined as children who have the same biological or adoptive Parents. Half brothers/sisters are defined as children who share only one biological or adoptive Parent. Step brothers/sisters are defined as children who are not related biologically but are living in the same household.</p>
Looked After Children or 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 (see the definition in Section 22(1) of the Children Act 1989). Children who were in care, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship orders) immediately following having been in care, will be counted as Looked After Children.
Term of Entry	The Autumn term in which the applicant will start at the School.

Planned Admission Number (PAN)

The PAN decided by the governors on the basis of the capacity of the school is 216.

Children with a Statement of Educational Need (or children with Education, Health and Care Plans)

If the school is named in the Statement, the child will be admitted.

Oversubscription Criteria

In the case of oversubscription, after the allocation of places to children with a Statement of Educational Need), the remaining places will be allocated in the following order:

A Church Applicants who are Looked After Children or previously Looked After Children

Applicants under this criterion must be Looked After Children or previously Looked After Children **and** must meet the conditions of one of groups 1, 2 or 3 for church applicants in Note 1 overleaf.

Applicants under this criterion must complete the Supplementary Form.

B Church Applicants in order of priority (up to 196, including applicants allocated under A above)

Applicants under this criterion will be grouped as in Note 1 overleaf and so must complete the Supplementary Form.

C Other Looked After Children or previously Looked After Children

D Local Applicants (up to 16 places) – Applications for September to Year 7 only

Applicants who live within 500 metres of the school.

Applicants under this criterion need not complete the Supplementary Form. However, they are advised to do so, if they also wish to be considered as **Church** applicants or **Other Faith** applicants.

E Faiths Other than Christian (up to 4 places)

Applicants under this criterion need to be practising adherents of Buddhism, Hinduism, Islam, Judaism and Sikhism.

Applicants under this criterion will be grouped as in Note 1 overleaf and so must complete the Supplementary Form.

F Other Applicants

If any of the places available under criteria A and B (up to 196) or criterion D (up to 16) or criterion E (up to 4) are not filled, these places will be reallocated in criterion order (A to F).

Tie-breakers

- First priority will be given to applicants with siblings already at the school who will still be attending the school on the date of proposed admission.
- Second priority will then be given to children living closest to the school – see Note 2 overleaf. Applications with equal distance will not be split.

The above priority order also applies to each of the groups in Note 1 overleaf.

Notes

1. **Church Applicants and Other Faith Applicants** will be considered by the Governors and placed in Groups on the basis of information provided on the Supplementary Form as confirmed by **Church/Place of Worship** representatives, as follows:

Group 1: The child is a member of Group 1, if the **Parent/Carer** and/or the child are very regular worshippers. This means attending **Church/Place of Worship** three or more times a month for a minimum of the last three years.

Group 2: The child is a member of Group 2, if the **Parent/Carer** and/or the child are regular worshippers. This means attending **Church/Place of Worship** two or more times a month for a minimum of the last two years.

Group 3: The child is a member of Group 3, if the **Parent/Carer** and/or the child are occasional worshippers. This means attending **Church/Place of Worship** a minimum of four times in the past year.

'Worship' in the above includes not only Sunday services, but also weekday ones and it includes Sunday School or equivalent on a Sunday or on another day, so long as the group is primarily about 'faith development'.

'Minimum of years': **Parents/Carers** should calculate the minimum number of years' attendance as including the period up to the day before the specified closing date for submission of the Supplementary Form.

2. **Distance**

Distance will be measured in a direct line from home address to the centre point of the school as used by the Local Authority computerised mapping system.

3. **Multiple Births**

It is the policy of the Governing Body not to separate twins or other multiple birth children living at the same address.

4. **Waiting List**

Applicants who are refused a place as a result of oversubscription will be placed on a waiting list, from which children will be drawn in accordance with the oversubscription criteria to fill vacancies that arise. Waiting lists will be kept until 31 December in the year of entry.

5. **Sixth Form**

Please contact the school directly for our admissions procedure for the Sixth Form.

6. **Other Points to Note**

Information on an application form must be complete, truthful and accurate. If an application is fraudulent or deliberately misleading, any place offered is likely to be withdrawn. A place is unlikely to be withdrawn for these reasons once a child has started at the School.

The decision to offer a place to an applicant is entirely that of the Governing Body. Applicants will be notified by their home Local Authority (LA) in writing. Offer and refusal letters will be issued by the LA on behalf of the Governors on 1 March 2018 or the next available working day.

A refusal letter will be sent in respect of all unsuccessful applications and information regarding the right to appeal will be included with it. Unless there are significant and material changes in the circumstances of the **Parent/Carer**, child or school relevant to a further application, such application cannot be considered in the course of the same academic year and so no fresh appeal can be made. The Governors and School must not be lobbied individually in relation to specific applications and appeals. Any representations must be in writing. The representations will be passed to the Appeals Panel.

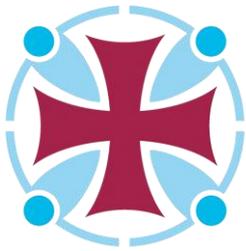
If a place is offered but is not required, it should be refused within 14 days of the offer being made, out of consideration for the other children waiting for a place to become available. Where, following reminders, the **Parent/Carer** does not respond to an offer within a further 14 days, the **Parent/Carer** will be deemed to have declined it.

The School has a Race Relations and Equal Opportunities Policy and this may be viewed on request.

Application No:

LAC	Stat	Local	OF	Group	Sib

All boxes above the line for official use only



St Mary Redcliffe and Temple School

Somerset Square, Redcliffe, Bristol, BS1 6RT

Supplementary Form for Admission to Year 7 in September 2018

All 7 pages of this form must be sent directly to the School. Governors need this information to enable them to apply the oversubscription criteria to your application. Your application cannot be considered if you have not also submitted the Common Application Form to your Local Authority. The form only needs to be filled in if you are applying under the oversubscription faith criteria (criteria A, B and E as shown on page 3 of the Admissions Policy).

Please ensure that you read the Admissions Policy and the Guidance Notes, which will help you to complete this form.

1. General Information

Child's Surname:	
Christian / Forenames:	
Date of Birth:	
Home Address: (See Admissions Policy)	
Postcode:	
Parent/Carer's Telephone Number – Day:	
Parent/Carer's Telephone Number – Eve:	
Full Name of present Place of Worship:	
E-mail Address of current Church/Place of Worship:	

Closing Date for Applications: 31 October 2017

Please enclose a stamped postcard / self addressed envelope if you require confirmation of receipt of this Supplementary Form.

2.

Does a Parent/Carer attend a Church/Place of Worship?	Please circle YES NO	
If Yes, which place of worship?		
How long have they attended this Church/Place of Worship?	Years	Months
Does your child attend a Church/Place of Worship?	Please circle YES NO	
If Yes, which Church/Pace of Worship?		
How long has he/she attended this Church/Place of Worship?	Years	Months

3.

If, in the last three years, you and/or your child have attended a Church/Place of Worship different from the one(s) stated above, please give details below. Please see Note 5 on page 5.	
Church/Place of Worship:	
Exact Dates of Attendance:	From: To:
Name of Minister:	
Contact Address:	
Telephone Number:	
e-mail Address:	

4.

If your child has a sibling who attends the School now and will still be doing so on the date of proposed admission, please give the following information.		
	Name:	Current Year Group:
Sibling 1:		
Sibling 2:		

5.

Please read very carefully the Admissions Policy and Guidance Notes that accompany this form paying particular attention to the oversubscription criteria A, B and E on page 3 and Note 1 on page 4. Decide which description comes closest to describing you / your child's involvement in the Church or Place of Worship.		
Place a tick against ONE of the Groups below:		
Group 1:	Parent/Carer and/or the child are very regular worshippers. This means attending Church/Place of Worship three or more times a month for a minimum of the last three years.	
Group 2:	Parent/Carer and/or the child are regular worshippers. This means attending Church/Place of Worship two or more times a month for a minimum of the last two years.	
Group 3:	Parent/Carer and/or the child are occasional worshippers. This means attending Church/Place of Worship a minimum of four times in the past year.	

6.

Declarations

One Parent/Carer must sign the following statement: I verify that the information given above is true and accurate.	
Signature:	Date:
Print Name:	

Now take this complete form (pages 1 to 7) to your Church/Place of Worship. Please note that the form must be signed by TWO people who hold positions of responsibility in the Church/Place of Worship; these will, for example, include the priest, minister or pastor, churchwarden, steward, elder or deacon, Sunday school or youth leader but must not include anyone related in any way to you and/or your child.

NOTE: If there is only one signature below, the form is invalid and will be returned to you.

7.

<p>We, being the authorised representatives of, <div style="text-align: right;">(Church/Place of Worship)</div> <input type="checkbox"/> have read the guidance notes on pages 4-5 or 7 for representatives of other faiths of this form and</p> <p><input type="checkbox"/> agree with the assessment of involvement (box 5) in this Church/Place of Worship for the times specified (box 2).</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> do not agree with the above assessment. In our opinion this application belongs in Group because:</p>	
<p>This section should not be signed by anyone who is related in any way to the applicant, the Parent/Carer and/or child</p> <p>Please ensure that you have ticked the above boxes (as applicable) before signing below</p>	
Signature:	Signature:
<p>Please complete the following in BLOCK CAPITALS</p>	
Name:	Name:
Position of Responsibility in the Church/Place of Worship:	Position of Responsibility in the Church/Place of Worship:
Contact Address:	Contact Address:
Telephone No:	Telephone No:
E-mail Address:	E-mail Address:

PLEASE NOTE: Should the Governors find any discrepancy in the information given above before the term of entry, they reserve the right to re-consider any place offered.

Guidance notes for Church Representatives

Please read these guidance notes very carefully before agreeing with the level of involvement of the Parent/Carer and/or Child in your church or place of worship.

1. We require the signatures of two people who hold positions of responsibility in the same place of worship but who must not be related in any way to the Parent/Carer and/or the child.
2. It is hoped that the Parent/Carer has made an appointment with the two people of responsibility in the place of worship, at the same time, to discuss this application. If either of you disagree with the Parent/Carer's description of their involvement, please indicate your opinion of which group they fit, together with an explanation.
3. To help you decide into which group the applicant fits, descriptions of the groups are printed below. Please note where a Parent/Carer has indicated a second Church in Box 3 of the Supplementary Form, please allocate to a group based solely on frequency of attendance at your church.

Group 1: The child is a member of Group 1, if the **Parent/Carer** and/or the child are very regular worshippers. This means attending **Church/Place of Worship** three or more times a month for a minimum of the last three years.

Group 2: The child is a member of Group 2, if the **Parent/Carer** and/or the child are regular worshippers. This means attending **Church/Place of Worship** two or more times a month for a minimum of the last two years.

Group 3: The child is a member of Group 3, if the **Parent/Carer** and/or the child are occasional worshippers. This means attending **Church/Place of Worship** a minimum of four times in the past year.

'Worship' in the above includes not only Sunday services, but also weekday ones and it includes Sunday School or equivalent on a Sunday or on another day so long as the group is primarily about 'faith development'.

'Minimum of years' Parents/Carers should calculate the minimum number of year's attendance as including the period up to the day before the specified closing date for submission of the Supplementary Form

4. Please stress to the Parent/Carer that the Local Authority's Common Application form must also be filled in and returned to the Local Authority, whereas this supplementary form must be returned direct to St Mary Redcliffe and Temple School. Both forms must arrive at their respective destinations by the closing date of 31 October 2017.

Thank you both very much for your help and time in this process.

Guidance Notes for Parents/Carers

Please read very carefully, the Admissions Policy that accompanies this form, before filling in any part of the form.

1. The home address must be the child's main place of residence at the closing date for applications. Where Parents/Carers have shared responsibility for a child and the child lives for part of the week with each Parent/Carer, the nearer address will be considered as the home address.
2. To help you decide into which group you and/or your child fits, descriptions of the groups have been printed in full; in Note 1 of the Admissions Policy. Please read these descriptions very carefully, as both of your authorised representatives will have to agree with you, as to the group into which you fit.
3. Now take all 7 pages of this Supplementary Form and the Admissions Policy to the authorised representatives of your Church/Place of Worship. You may need to make an appointment with them first. Please ensure that they both read the guidance notes on page 5 before signing your form.
4. All 7 pages of the supplementary form must reach St Mary Redcliffe and Temple School by the 31 October 2017. Failure to do so will jeopardise an offer of a possible place for your child.
5. If you have completed Section 3 of the form, please contact the person named in that Section to let them know that we will be requesting a reference.
6. You must also complete the Local Authority's Common Application Form and it must reach your Local Authority on or before this same date, 31 October 2017.
7. Faith-based applicants must complete both forms, even if there are siblings in the school, and return them to their correct destinations by the closing date.

If you would like confirmation of safe receipt of your Supplementary Form please enclose a stamped addressed postcard.

The Value of Worship at St Mary Redcliffe and Temple School

Worship helps cement our ethos. It binds us together, whether we are in our tutor rooms, in assembly or in church. We try to make our worship as inclusive as possible as we know we have students and families from many faiths and of none. We are a Christian school and this is reflected in the language that we use and we have more services than in community schools. If joining in the school's worship presents a problem for your family you may wish to consider whether you should apply for a place at this school. If you are not sure what all this means, we encourage you to talk it through in advance with a school representative.

Guidance notes for Representatives of Other Faiths

Please read these guidance notes very carefully before agreeing with the level of involvement of the Parent/Carer and/or child in your place of worship

1. We require the signatures of two people who hold positions of responsibility in the same place of worship but who must not be related in any way to the applicant.
2. It is hoped that the Parent/Carer has made an appointment with the two people of responsibility in the place of worship, at the same time, to discuss this application. If either of you disagree with the Parent/Carer's description of their involvement, please indicate your opinion of which group they fit, together with an explanation.
3. To help you decide into which group the applicant fits, descriptions of the groups are printed below. Please note where a Parent/Carer has indicated a second Place of Worship in Box 3 of the Supplementary Form, please allocate to a group based solely on frequency of attendance at your Place of Worship.

Group 1: The child is a member of Group 1, if the **Parent/Carer** and/or the child are very regular worshippers. This means attending **Church/Place of Worship** three or more times a month for a minimum of the last three years.

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4. Please stress to the Parent/Carer that the Local Authority's Common Application form must also be filled in and returned to the Local Authority, whereas this supplementary form must be returned direct to St Mary Redcliffe and Temple School. Both forms must arrive at their respective destinations by the closing date of 31 October 2017.

Thank you both very much for your help and time in this process.

This section is for official use only

Date	Comment

Redcliffe Sixth Form Centre Admissions Policy 2018 – 2019

1. The governing body is by law responsible for admissions into the Sixth Form.
2. We offer only Level 3 courses, for which the basic admissions threshold will be outlined in our current prospectus. This will also detail the additional grade requirements which apply in particular subjects. All places offered will be dependent on achieving the published admissions threshold.
3. Students currently attending Year 11 at St Mary Redcliffe and Temple School, who express a preference for a place, will be admitted to the Sixth Form provided they meet the published admissions threshold and complete the application form by the published date.
4. Students wishing to transfer to St Mary Redcliffe and Temple School Sixth Form from other educational institutions must complete the application form and submit this to the school by the published deadline.
5. The school will admit any students with a Statement of Educational Need (students with Education, Health and Care Plans), whose Statement names the school.
6. The Planned Admission Number (PAN) for students from other educational institutions for September 2018 is 100.
7. After the admission of students with a Statement of Educational Need, if there are more applications from other schools by the application deadline than places available, then each application received on time will be ranked against the following oversubscription criteria in determining the awarding of offers:
 - A. Students who are currently looked after or have previously been looked after;
 - B. Students who currently have siblings in Years 7 to 12 of St Mary Redcliffe and Temple School;
 - C. Distance from the student's home to the Sixth Form Centre in a straight line.
8. Where it has not been necessary to apply these criteria on the published deadline, then places will continue to be awarded in the order that they are received until it is judged that the maximum capacity of the centre or of particular subjects has been reached.
9. Students who are unsuccessful in securing a place will be entered on a waiting list. Should places become available before the start of the academic year, these will be offered to those who still wish to be admitted in accordance with the over-subscription criteria.
10. Admission to the Sixth Form does not guarantee a place on all courses contained in the offer letter. Entry to courses is subject to sufficient student numbers, staffing and accommodation.
11. Changes to the courses agreed in the offer letter will be allowed subject to achievement of the appropriate entry grades for the new subject and the availability of space within the group.