Admissions Policy for September 2019/20
Other than for the Sixth Form

The arrangements and criteria listed below apply only for applications in 2018/19 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 online.

- 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** - full meaning set out below for all terms followed by an asterisk (*):

<table>
<thead>
<tr>
<th><strong>Closing Date</strong></th>
<th>Completed Supplementary Forms must be received by the School by 31 October 2018.</th>
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| **Church**       | • 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**      | All applications on the Supplementary Form received on or before the  
| Supplementary   |       Closing Date*. |
| **Applications** |                                                                 |
| **Late**         | All applications on the supplementary form received, for whatever reason,  
| Supplementary    |       after the Closing Date*, but before 31 August immediately preceding the  
| Applications     |       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**      | 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.  
|                  |       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. |
| **Looked After** | A Looked After Child* is a child who is (a) in the care of a Local Authority,  
| Children or      |       or (b) being provided with accommodation by a Local Authority in the  
| previously       |       exercise of their Social Services functions (see the definition in Section  
| Looked After      |       22(1) of the Children Act 1989). Children who were in care, but ceased to  
| Children*        |       be so because they were adopted (or became subject to a  
|                  |       Child Arrangement Order order or special guardianship order) 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 Education, Health and Care Plans (or children with a Statement of Educational Need)

If the school is named in the Education, Health and Care Plan or Statement, the child will be admitted.

Oversubscription Criteria

In the case of oversubscription, after the allocation of places to children with Education, Health and Care Plans (or 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.** Waiting lists are terminated annually on 31 July. A new application needs to be made each year.

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 2019 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.
Please see definitions of any terms followed by an asterisk (*) on page 2 of the Admissions Policy.