



## **ADMISSIONS POLICY FOR THE BISHOP OF WINCHESTER ACADEMY 2018/2019**

### **The Criteria for Admission**

If all applications for places at The Bishop of Winchester Academy (TBOWA) can be satisfied all children seeking a place will be offered a place.

Where there are too few places available to satisfy all applications, places will be offered according to the following oversubscription criteria. The order of the criteria listed below will be used to determine the order of priority for admissions. Applicants who qualify for more than one criterion will be placed in the highest one in which they are eligible.

### **Admissions to Year 7**

For September 2018 the Governors have agreed an admission number of **210**, which represents the maximum number of places that they can offer and this is the Academy's Published Admissions Number (PAN). Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below. In addition, the Governing Body will admit children to the Complex Communication Difficulties Centre attached to the Academy to fill vacancies that arise, up to a maximum of 8 pupils. Such pupils will have an Education, Health and Care Plan, formerly known as Statements of Special Educational Needs for complex communication difficulties that name this provision. These 8 pupils will be additional to the Published Admission Number of 210 children.

### **Applications for Pupils with Education, Health and Care Plan**

The Academy welcomes pupils of all aptitudes and abilities, and will work with the Local Authority to ensure that proper provision is made for any child admitted with an Education, Health & Care Plan (EHCP). The Governors and the Academy will follow the guidance given in the Special Educational Needs and Disability Code of Practice 0 – 25 years issued by the Department for Education.

Children with an EHCP which has The Bishop of Winchester Academy named in the Plan will be given a place at the Academy and this will count towards the published admission number.

### **Co-ordination between Admission Authorities**

The offer of places for all Year Groups is co-ordinated between all the Admission Authorities in Bournemouth. Application to The Bishop of Winchester Academy can only be made on the official (electronic or paper) application form obtainable from the applicant's home Local Authority (LA). This should be submitted to the home LA. In respect of applications for Year 7 starting in September 2018 submission must be by the closing date specified by that LA.

The Governing Body of The Bishop of Winchester Academy operates an equal preference system.

The closing date for admission applications either online or by application is contained within the Admissions Booklet produced by the LA. The Admissions Booklet also contains information on how to complete application forms 'online', the dates for notification to parent(s)/carer(s) of admissions decisions and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the Academy.

### **The Oversubscription Criteria**

The criteria are set out in the order in which they will be applied.

1. Children in Local Authority care (as defined below).
2. Children of staff (as defined below).
3. **(For applicants in the normal admission round only).** A pupil who has a serious medical, physical or psychological condition which makes it **essential** that the pupil attends TBOWA rather than any other. (Appropriate medical or psychological evidence must be provided in support at the time of application. See Definition below).
4. Admission of pupils whose siblings (sometimes known as a brother/sister but please see 'definitions' below) currently attend the Academy in one of Years 7 to 10 and who will continue to do so in one of Years 8 to 11 on the date of admission.
5. Up to 40% (84 for Years 7 to 10, 60 for Years 11) places for the admission of pupils who can, or one or both parents/carers can, demonstrate commitment to their Religion. This commitment must be declared and verified by an official from their religion on a Supplementary Information Form (SIF) which can be obtained from the Academy, the Academy's website and the Bournemouth LA website. (A copy is attached and forms a part of this Policy.) The SIF must be signed by the current incumbent of the church or meeting place. The SIF must be returned to the Academy by the application deadline set for admissions by the Bournemouth LA. The definition of Religious Commitment is detailed on the SIF.
6. All remaining places, 60% (126 for Years 7 to 10, 90 for Years 11) will be offered, based on the distance from the applicant's home address to the Academy. The distance measurement will be calculated using a Geographical Information System in a straight line from the Academy to the applicant's home in accordance with the definition below. The applications will be ranked in the order nearest to furthest.

### **DEFINITIONS**

#### **Children in Local Authority Care:**

Are children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have previously been in the care of a Local Authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

#### **Parent(s) /Carer(s) are:**

A parent/carers is any person who has parental responsibility for or is the legal guardian of the child as set out in the Children Act 1989. Where responsibility for a child is 'shared', only one application can be considered. Where parents are separated it is essential that agreement is reached by both parties concerning the application. If agreement cannot be reached the Academy will only consider the application from the

parent who is the main carer for the child. The main carer is normally the parent who has the main caring role of the child. In cases of doubt, the Academy will seek independent legal advice to determine which parent has responsibility for completing the application form and whose address will be used for admissions purposes. Such a decision is not intended to be a legal ruling but only used for the purposes of admissions to the Academy.

#### **Children of Staff:**

A member of staff is defined as a person who has a full-time or part-time permanent contract of employment at the Academy at the time of application. The Governing Body will give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the school is made and will continue to be so at the point of admission, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Please note that in both circumstances the child must live permanently at the same address as the member of staff.

#### **Serious Medical, Physical or Psychological Condition:**

Please note that a letter from your GP will not be sufficient medical evidence.

Supporting evidence from a professional is required such as a consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why it is essential the child should attend TBOWA and why no other school could meet the child's needs. You must also describe the difficulties that would be caused if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at TBOWA, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

#### **Siblings are:**

- a. a brother or sister sharing the same parent/carer;
- b. a half-brother or half-sister where 2 children share one common parent/carer;
- c. a step-brother or step-sister;
- d. a child of a parent's/carer's partner;
- e. adopted children;
- f. a foster brother or sister, living as part of the same family unit at the same address.

In every case the sibling must be living permanently in the same family unit at the same address and be attending the Academy in one of Years 8 to 11 at the time of admission.

#### **Multiple Birth Children**

If a pupil offered a place within the Published Admission Number is from a multiple birth or has sibling (see definition) in the same year group, any further sibling will be admitted, if the parents/carers so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

#### **Religious Commitment:**

For applicants wishing to use the Religious Commitment Criteria, either a parent/carer applying for a place or the child will be asked to declare their Religious Commitment and have that commitment verified by an official of their Religion.

The two categories of religious commitment will be treated in order with “A” – “Attached to a Christian Church” taking priority over “B” – “A Member of another World Religion”. The two categories in more detail are:

**“A” – “Attached to a Christian Church”.** You are a regular worshipper who attends at least two family or church services in a month or who is regularly involved in a weekday church activity including an element of worship.

**“B” – “A Member of another World Religion”.** You are a person who attends an act of worship at least twice per month at the place of worship associated with your Religion.

#### **NOTES:**

Commitment must be for **at least 12 months** before the closing date for admissions.

A Christian church is one listed as having links with those listed below.

A World Religion is one listed in the section headed ‘World Religion’.

A “Christian” will be a member of the South Western Evangelical Alliance or similar organisation. These include the: Antiochian Orthodox Church; Apostolic Pastoral Congress; Assemblies of God; Baptist Union of Great Britain; Catholic Church; Cherubim and Seraphim Council of Churches; Church of England; Church of God of Prophecy; Church of Scotland (Presbytery of England); Churches in Communities International; Congregational Federation; Coptic Orthodox Church; Council for Lutheran Churches; Council of African and Caribbean Churches UK; Council of Oriental Orthodox Christian Churches; Elim Pentecostal Church; Evangelical Lutheran Church of England; Evangelische Synode Deutscher Sprache in Großbritannien; Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate); Free Church of England; Ground Level; Ichthus Christian Fellowship; Independent Methodist Churches; International Ministerial Council of Great Britain; Joint Council for Anglo-Caribbean Churches; Mar Thoma Church; Methodist Church; Moravian Church; New Testament Assembly; New Testament Church of God; Oecumenical Patriarchate; Pioneer; Redeemed Christian Church of God; Religious Society of Friends; Russian Orthodox Church (Moscow Patriarchate); Salvation Army; Seventh-day Adventist Church (observer); Transatlantic Pacific Alliance of Churches; United Reformed Church; Wesleyan Holiness Church.

**World Religions are:** Christadelphian, Islam, Judaism, Hinduism, Buddhism, Sikhism, Jainism, Taoism, Shinto, Jehovah’s Witnesses, Mormon, Zoroastrian.

Other churches will be assessed as appropriate by the Governing Body as and when they are named by applicants.

#### **SUPPLEMENTARY INFORMATION FORM (SIF)**

This is available from the Academy, the Academy’s website and the Bournemouth Local Authority’s website. If you want your application to be considered under the Religious Commitment Criteria you must complete the SIF and return it to the Academy by the closing date for admissions. On the SIF you will be asked to declare your Religious Commitment as defined above. Your declaration will need to be verified by an authorised official or your church or Religion. The person verifying declaration should be the

incumbent of the named place of worship or, in the case of an interregnum, the Church Warden. If the signatory is related to the child, then a second signature will be required e.g. church warden.

If you have recently moved your place of worship you may ask an authorised official, **from your previous place of worship** to verify your Religious Commitment. If necessary, please check with the Academy who is authorised to sign the form.

The SIF is a paper form that needs to be signed, the SIF is not available for completion on-line although it can be downloaded from the Academy's and the Local Authority's websites.

### **Home Address**

Means the address where the child usually lives. Where parents/carers have shared residence of a child and the child lives for part of the week with each parent/carer, the home address will be determined to be the address at which the child lives most of the week.

Places will not normally be offered on the basis of a possible future move. Places will only be offered on the basis of future moves on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the parent(s)/carer(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official Government letter (MOD, FCO or GCHQ) declaring a relocation date to the relevant parish or priority area of the Academy (or to establish distance from the Academy).

**The home address will be the address that complies with the above at the closing date set by the Bournemouth Local Authority for Secondary School Admissions.**

### **Applications, submission and timetable.**

The Bournemouth Local Authority (LA) operates a timetabled co-ordinated admissions procedure for all Secondary Schools in Bournemouth that complies with Government legislation.

The LA will manage the co-ordinated process on behalf of the Academy in accordance with the scheme published in their Admissions Booklet. It is still this Academy's Governing Body, as the Admission Authority for this Academy, which will offer the available places in line with this Policy. It is the responsibility of parents/carers to ensure that a completed application form is submitted to their home Local Authority in paper form or electronically by the closing date and, if using the "Commitment to their Religion" criterion, a completed SIF is returned to the Academy at the same time. Your home LA will publish an Admissions Booklet that will contain the closing date for admission application forms to be received by your home LA, the date of notifying you of admissions decisions and the closing dates for you to either accept places or lodge appeals in response to those decisions. In case of any doubt on these dates, please contact your home LA or the Academy. The Booklet will give you information on how to complete application forms on-line.

Parents/carers are responsible for ensuring that any additional evidence is submitted directly to the Academy. Failure to submit the correct evidence by the closing date may affect the offering of places.

Late applications cannot be considered until after the initial allocation of places has taken place.

After the Normal Admissions Round for Year 7 Applications there are no deadline dates for 'In Year' Applications. In Year Admissions must be made through your home LA using your LA's Application Form

and process.

### **Distance**

The distance criterion will be used to determine those applicants who live closest to the Academy and who will have priority over those living further away. Distance will be as measured by the straight-line distance calculated by the Bournemouth Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the Policy takes the measurement between the address mapping points of the School and the applicant's home). If distances are equal, as calculated by the Authority's GIS system, for example a flat in a block of dwellings with the same front entrance, a random allocation system will be administered by the LA as an independent body with the agreement the Governing Body.

The distance calculated by the LA GIS will also determine the order of offers to be made within each of the criterion.

### **Waiting Lists**

There is a waiting list for each year group. For applicants in Year 7 (entry September 2017) all children not in receipt of a place are automatically placed on the waiting list. Applicants will remain on the waiting list for the whole of the academic year unless a parent/carer request otherwise.

**On the 31st July each year the waiting lists for all year groups expire and parents/carers must then re-apply if they want their child's name to be carried forward to the waiting list for the next year group.**

If the number of children in the year group falls below the Governors' Published Admissions Number, then places will be offered from the waiting list. The Oversubscription Criteria of the current Admissions Policy will be used to decide how places are offered.

Placing a child's name on a waiting list does not affect the parent's/carer's right of appeal against an unsuccessful application.

### **Withdrawal of Offers of Places by the Governors**

It is important for parents/carers to note that should the Governing Body find evidence of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, the offer of a place may be withdrawn. This statement is made in accordance with the School Admission Code of Practice.

### **In-Year Fair Access Protocol**

The Academy, together with other Bournemouth schools and the Bournemouth Local Authority, operates an In-Year Fair Access Protocol in accordance with the Schools' Admissions Code. This is reviewed by the Bournemouth Admissions Forum on a regular basis.

## Admissions to the Sixth Form, (Year 12)

The total number of places made available each year will normally be 100. The Governors have agreed a Published Admission Number (PAN) of 15. Remaining places up to the maximum of 100 will be allocated to TBOWA pupils. Within this total, admissions will be subject to the availability of places on the various courses and in the various subjects offered by the Academy. A meeting will be offered to discuss options and academic entry requirements for particular courses, but this meeting will not form part of the decision-making process on whether to offer a place.

### Academic Requirements

The minimum entry requirements for internal and external applicants will be:

1. For all advanced level (level 3) courses such as GCE A or AS levels, BTEC level 3 Certificate or Diploma the entry requirement will be 5 GCSEs at A\*-C (preferably including Maths and English). For most subjects a GCSE grade A\*-B is required in the chosen or related subject or a merit at a BTEC Level 2. (Pupils will not be able to progress to a full A level without having a pass at AS level and demonstrating an effective learning behaviour)
2. For all level 2 courses including GCSEs and BTEC level 2 the entry requirement will be at least 5 GCSEs at an average of E grade. This would include BTEC Firsts, OCR First National or CACHE Certificate at a merit or equivalent.

Pupils are advised to check the individual course description for any such requirement as listed in the Sixth Form prospectus.

All pupils will follow a study programme that includes tutorial, work experience and other enrichment opportunities as appropriate. Any pupil without a Maths or English GCSE at grade C or above will be required to continue studying these subjects.

### Oversubscription Criteria

The Governing Body is the Admissions Authority for the Bishop of Winchester Academy and is also responsible for the admission arrangements for the Sixth Form. The Policy terms set out below explain the priority given to applicants seeking entry into the Sixth Form at the Bishop of Winchester Academy.

1. Children in Local Authority care (as defined above)
2. Children of staff (as defined above).
3. **(For applicants in the normal admission round only).** A pupil who has a serious medical, physical or psychological condition which makes it **essential** that the pupil attends TBOWA rather than any other. (Appropriate medical or psychological evidence must be provided in support must be provided at the time of application. See Definition above).
4. Pupils whose siblings (please see 'definitions' above) currently attend the Academy in Years 7 - 10 and who will continue to do so on the date of admission;
5. Up to 20% (20 for Year 12) places for the admission of pupils who can, or one or both parents/carers can, demonstrate commitment to their Religion. This commitment must be declared and verified by an official from their religion on a Supplementary Information Form (SIF) which can be obtained from the

Academy, the Academy's website and the Bournemouth LA website. (A copy is attached and forms a part of this Policy.) The SIF must be signed by the current incumbent of the church or meeting place. The SIF must be returned to the Academy before the deadline set for admissions by the Bournemouth LA. The definition of Religious Commitment is detailed on the SIF.

6. All remaining places, 80% (80 for Year 12) will be offered, based on the distance from the applicant's home address to the Academy. The distance measurement will be calculated using a Geographical Information System in a straight line from the Academy to the applicant's home in accordance with the definition below. The applications will be ranked in the order nearest to furthest.

The Definitions and Explanatory Notes for Years 7 – 11 will apply equally for admissions to the Academy's Sixth Form.

The Academy's Christian ethos is as much at the heart of the 6<sup>th</sup> form as elsewhere in the Academy and pupils will be expected to acknowledge and respect this and its importance to the Academy community. This does not affect the right of the post-16 pupils who are not of the faith of the Academy, to apply for, and be considered for a place.

### **Sixth Form Prospectus**

A prospectus giving details of all the courses available, together with course entry requirements, and much else about the Sixth Form at the Bishop of Winchester, is available from on the Academy's website [www.tbowa.org](http://www.tbowa.org).

### **Admissions to Years 8 to 11**

Applications for admission to Years 8 to 11 are managed on a co-ordinated basis and should be made through your Local Authority. They will be considered according to the criteria for admission to Year 7. Decisions will depend on the availability of places. The PAN for Year 11 is 150. Parent(s)/carer(s) should note that there are waiting lists for each year group. Details about waiting lists are given within this Policy.

### **Admission Appeals**

If the Academy is oversubscribed and you are told that a place cannot be offered for your child then you have a right of appeal. Parents/carers whose child is refused a place and who wish to appeal are asked to write to: The Clerk to the Governing Body, c/o The Bishop of Winchester Academy indicating their grounds for requesting an appeal.

### **Contact with the Academy**

The Governing Body wants its Admissions Policy to be presented to parents/carers as clearly and helpfully as possible. Parents/carers should not hesitate to contact the Academy if in doubt about any matter relating to the Policy and how it is implemented.



## THE BISHOP OF WINCHESTER ACADEMY

**Religious commitment Supplementary Information Form.** The purpose of the Supplementary Information Form is to verify the religious commitment of pupils applying for a place at The Bishop of Winchester Academy. You **must complete this form** if you want your application to be considered using the Religious Commitment Oversubscription Criteria of the Academy's Admissions Policy.

|                                                                                                                                                                                                                                                                                          |                                                                                           |                                 |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------|--------------|
| <p><b>I</b> _____</p> <p><b>of</b> _____</p> <p>_____</p> <p>_____</p>                                                                                                                                                                                                                   | <p><b>Your name</b></p> <p>_____</p> <p><b>Your address</b></p> <p>_____</p> <p>_____</p> |                                 |              |
| <p><b>being the Parent/Carer of</b> _____ <b>Your child's name</b> _____ <b>Date of Birth</b> _____</p>                                                                                                                                                                                  |                                                                                           |                                 |              |
| <p><i>applying for a place at The Bishop of Winchester Academy declare that my child and/ or family's religious commitment, for at least the previous <b>TWELVE months</b>, is described as:</i></p>                                                                                     |                                                                                           |                                 |              |
| <p><b>For Criterion "A" – "Attached to a Christian Church".</b><br/> <i>A regular worshipper who attends a Christian family or church service or who is regularly involved in a weekday Christian church activity including an element of worship at least <b>twice</b> a month.</i></p> | <p>please tick one box only</p>                                                           |                                 |              |
| <p><b>For Criterion "B" – "A member of another World Religion".</b><br/> <i>A person who attends an act of worship at least twice per month at the place of worship associated with your Religion.</i></p>                                                                               | <p>please tick one box only</p>                                                           |                                 |              |
| <p style="text-align: center;"><b>Please give the name of the Church your child attends in the space below. Thank you.</b></p>                                                                                                                                                           |                                                                                           |                                 |              |
| <p>Name of Church: _____</p>                                                                                                                                                                                                                                                             |                                                                                           |                                 |              |
| <p>Parent's/Carer's signature.</p> <p>Signed: _____</p>                                                                                                                                                                                                                                  | <p>Please print your name.</p> <p>Name: _____</p> <p>Date: _____</p>                      |                                 |              |
| <p style="text-align: center;"><b><u>PLEASE GET THIS FORM SIGNED BY THE PERSON(S) VERIFYING YOUR DECLARATION</u></b><br/> <b><u>See the Academy's Admissions Policy to find out who these persons should be.</u></b></p>                                                                 |                                                                                           |                                 |              |
| <p style="text-align: center;"><i>I verify that the information given above is correct.</i></p>                                                                                                                                                                                          |                                                                                           |                                 |              |
| <p>Verified by</p>                                                                                                                                                                                                                                                                       | <p>Person 1</p>                                                                           | <p>Person 2 (If applicable)</p> |              |
| <p>Signature</p>                                                                                                                                                                                                                                                                         | <p>_____</p>                                                                              | <p>_____</p>                    |              |
| <p>Please print your name</p>                                                                                                                                                                                                                                                            | <p>_____</p>                                                                              | <p>_____</p>                    |              |
| <p>Status within the church<br/>(eg Vicar / Priest in Charge)</p>                                                                                                                                                                                                                        | <p>_____</p>                                                                              | <p>_____</p>                    |              |
| <p>Your contact address / telephone</p>                                                                                                                                                                                                                                                  | <p>_____</p>                                                                              | <p>_____</p>                    |              |
| <p>Date</p>                                                                                                                                                                                                                                                                              | <p>_____</p>                                                                              | <p>_____</p>                    |              |
| <p style="text-align: center;"><b><u>For Academy Use Only</u></b></p>                                                                                                                                                                                                                    |                                                                                           |                                 |              |
| <p style="text-align: center;">Accepted by the school as a <b>validated religious commitment declaration</b> and signed on behalf of the Governing Body by</p>                                                                                                                           |                                                                                           |                                 |              |
| <p>Name of person signing on behalf of the Governing Body.</p>                                                                                                                                                                                                                           | <p>Name</p>                                                                               | <p>Signature</p>                | <p>Date</p>  |
| <p>_____</p>                                                                                                                                                                                                                                                                             | <p>_____</p>                                                                              | <p>_____</p>                    | <p>_____</p> |
| <p><b>When completed and signed by the Church official(s) please return to The Bishop of Winchester Academy as soon as possible and not later than the closing date for admissions set by the Bournemouth Local Authority.</b></p>                                                       |                                                                                           |                                 |              |