



# **Archbishop Holgate’s School**

**A Church of England Academy**

***Admissions Policy for Year 7  
September 2015***



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## *Archbishop Holgate's VA Church of England Academy Admissions Policy for Year 7 in September 2015*

Archbishop Holgate's is a Voluntary Aided Church of England Academy serving the whole community in which it is set. It is committed to giving its students the best possible educational opportunities whilst living Christian values into being, within the tradition of the Anglican church. From its foundation in 1546, Archbishop Holgate's has welcomed applications from both its local community and a wider area, and continues to do so as a Voluntary Aided school.

The number of places available for admission into Year 7 is 216. These are divided into two categories:

**Foundation places** are allocated on faith grounds to members of Christian churches and the other major world faiths. There will be up to 25% Foundation places available each year. If all Foundation places are not allocated, the remainder will become available for Community applicants.

**Community places** are for parents who live in the area normally served by the school and the wider community, and who want their child to attend a school with a Christian tradition. The remaining 75% will be Community places. After considering those with special circumstances including children with statements and looked after children, priority is given *first* to siblings, *second* to students living in the area normally served by the school, *third* to those with the closest safe walking route.

### **Foundation places**

The threshold for consideration for a Foundation place will be one years’ attendance at worship by an active worshipping family normally parents/carer prior to the application (November 2014). Applications which do not qualify for a Foundation place will automatically be considered for

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Community places. In accordance with the law and recommended practice, priority will be given to Foundation applicants qualifying for a place who are also looked after.

If the number of applicants meeting the threshold for consideration for the remaining Foundation places is greater than the number of places available, places will be offered to applicants in the following priority order:

- 1 an applicant “at the heart of the church” (a member of an active worshipping family normally parents/carers or may be a close family member) – a regular worshipper, by which is meant one who worships at a Christian church normally twice a month. Within this category, the worshipper may be one or both parents/carers, or, provided the minimum threshold for consideration for a Foundation place is met, the child for whom the application is made.
- 2 an applicant “attached to the church” – a regular but not frequent worshipper, by which is meant a parent or carer who usually attends a monthly service or is regularly involved in a weekday church activity including an element of worship.
- 3 an applicant “known to the church” – not a regular but an occasional worshipper, by which is meant a parent or carer who attends at least six times per year. This may be through uniformed or other church organisations.

If there are more applicants for Foundation places within any given qualifying criterion than there are places remaining, the places for these applicants will be allocated to students whose homes are furthest away from their next nearest available Church of England secondary school, measured by the closest safe walking route. Any remaining applicants will automatically be considered for a Community place.

All applicants for Foundation places must submit, with their application form, a reference form from a minister of religion or faith group leader. Christian churches are defined as churches belonging to Churches Together in Britain and Ireland.

Up to 10% of Foundation places will be available for children of active worshipping families of other major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism) whose applications are supported by an appropriate reference.

### **Community places**

Archbishop Holgate's VA School is committed to serving its local community and working in partnership with the Local Authority and neighbouring schools. The criteria below are based closely on the Local Authority's admissions policy.

In accordance with law and recommended practice, Governors will give prior consideration to: students having statements of special educational need which, after discussion with the school, name Archbishop Holgate's; to both currently and previously 'looked after' children – places for looked after children will be allocated in the light of advice from the Local Authority Social Services team; and to students considered by the Governors to have other exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion will already have consulted the school about its suitability for their child, and will provide written references from the Director of Social Services or a consultant medical practitioner.

If the number of applicants is greater than the number of places available, priority will then be given according to the following criteria:

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- 1 to students having a sibling attending Archbishop Holgate's School at the beginning of the term in question.

*(‘Siblings’ are defined as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters.)*

- 2 to students living in the area normally served by the school.

*(‘The area normally served by the school’ is the school’s priority admissions area as defined by the Local Authority and as set out in its Guide for Parents. ‘Living in the area’ is defined as the parent/guardian and child being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)*

- 3 to students with the closest safe walking route.

*(‘The closest safe walking route’ is defined as the distance from home to school as measured from the home address to the nearest entrance to the school site using the Local Authority’s computerised measuring system.)*

If there are more applicants within any given qualifying criterion up to and including criterion 2 than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route.

### **Late applications**

Forms received from those moving into the area normally served by the school, as defined by the LA and set out in its Guide for Parents, and received by 31st December 2014, will be included in the initial allocation. Forms received from those moving into the area after that date will be given individual consideration. Other late forms will only be considered after all others.

### **Waiting list**

Applicants who are unsuccessful in obtaining a place have the right to appeal, but will on written request be placed on a waiting list ranked according to the criteria used for admission to the school and set out in this policy. The waiting list will be maintained until 31<sup>st</sup> December of year of entry.

### **Applying for a place**

#### ***For Community applications:***

Application for a place at Archbishop Holgate’s School is through the **Common Application Form** of the child’s “home” Local Authority. As late application forms will only be considered by the school after all others, parents are particularly asked to ensure that the Common Application Form is returned **direct to the “home” Local Authority** by its deadline. For both the City of York and the East Riding the deadline is 31<sup>st</sup> October 2014. For other local authorities please check: please also write to let us know of your application.

#### ***For Foundation applications:***

There are three forms to fill in. Applicants for a Foundation place must fill in the **Common Application Form** of the child’s “home Local Authority” as set out above. This is returned to the **“home” Local Authority**. Parents are also asked to complete a supplementary **School Application Form**, together with a completed **Reference Form** from your priest, minister or faith group leader, to assist the school in applying its oversubscription criteria. Please ensure these two supplementary forms are completed as accurately and fully as possible, and that they are returned **direct to the school**. The school will withdraw the offer of a school place if an application is found to be fraudulent. School application forms and reference forms are available direct from the school. They are also available from City of York Council School Services, West Offices, Station Rise, York, YO1 6GA. Please ensure that all information supplied is accurate. Early receipt will be

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welcomed. For admission into Year 7 in September 2015, school application forms must reach the school's Admissions Secretary by the last day of December 2014.

*Policy approved November 2013*