




Admissions Policy

Date Policy Updated:	September 2016
To Present to Governors:	September 2016
Date Policy Ratified:	September 2016
Date for next Review:	September 2017
Signature of Headteacher:	
Date of signing:	20 th September 2016

This policy has been written and implemented in accordance with the School's dedication to its Christian values. These are underpinned in the Stopfordian ethos and the message and example of Jesus Christ.

Bishop Stopford's School Admissions Policy

For admission applications for the school year 2018/2019

SECTION A: ADMISSIONS PROCEDURE

1. The Admissions Authority is the Governing Body of Bishop Stopford's School.
2. Parents must complete the Local Authority's Common Application form; available online from the Local Authority in which they live (a paper copy is available on request from your Local Authority). The Local Authority closing date for applications is 31 October 2017.
3. Parents wishing to be considered for a Foundation place should obtain from the school a Supplementary Information Form', so that Governors may consider the application fully. This form is also available in the admissions section of the school website. It will need to be completed by the priest or minister at your regular place of worship. Please return the form to the school by 31 October 2017.
4. Places will be offered on the Local Authority co-ordinated date for secondary admissions.
5. The maximum number to be admitted to the school annually is 186.
6. Disabled students will be welcomed as warmly as any other students and arrangements for their admission are the same as for all prospective entrants. The school's accessibility has been audited by a team of external consultants, but applicants and their parents are strongly advised to visit the school to see how they could manage in this environment.
7. The Christian Nature of the School: Bishop Stopford's was founded by the Church of England to be, like the Church itself, of service to *all* people. A number of students' families are active members of Church of England congregations or of other Christian churches and many parents who come from other faiths or have no religious affiliation are happy for their children to be here simply because they like and value what the school stands for. The school is, however, thoroughly and actively loyal to the principles and practice of the Church of England and, whilst respecting the right of parents under Section 71 of the School Standards and Framework Act 1998 or subsequent legislation, hopes all students will attend Religious Education lessons and daily acts of worship.

8. As Bishop Stopford's is a Comprehensive School, all students are admitted to Year 7 without reference to ability and aptitude.
9. There is no charge or cost related to the admission of a student to Bishop Stopford's School.
10. Students with an "Education Health and Care Plan" are admitted to the school through a separate process. If this is the case, you must contact your Local Authority and the supplementary form should not be completed.

SECTION B: ADMISSIONS CRITERIA

Parents applying for places do so knowing that the School aims to provide an education based on Christian principles and, therefore, the Governing Body expects that all students will take part in the Christian worship of the School and will attend Religious Education lessons.

Prior to the allocation of places in the school, priority will be given to:

1. Applicants who are looked after or were previously looked after and have been adopted. (Written evidence must be supplied, at the time of application.)
2. Applicants who are designated as carers and for whom this is the nearest suitable school. (Written evidence should be supplied, at the time of application, from the relevant LA.)
3. Applicants who currently have or have had siblings at the school

The remaining places will be divided 50/50 between Foundation and Open places, with preference given to applicants as follows.

Foundation Places

Foundation places are offered to students whose parents are regular worshippers in a Christian Church. *For the purposes of the admissions criteria, the Governors have defined regular worship to mean at least fortnightly for a minimum period of two years.*

Written evidence of the applicant's commitment to their place of worship is required in the supplementary form. If there are more applicants for foundation places than there are places available, they will be allocated according to the following criteria. These are stated in order of priority:

1. Applicants who are regular worshippers at an Anglican Church.
 - a. Within the Deanery of Enfield
 - b. In other deaneries

2. Applicants who are regular worshippers at a church of any other Christian denomination within Churches Together in Britain and Ireland or the Evangelical Alliance.

In the event that there are more applicants than there are foundation places, and two or more applicants have equal right to a foundation place under any of the above criteria, the Governing Body will determine the priority order for all such applicants according to the nearness of the home to the School, measured as the crow flies, using the computer programme operated by the London Borough of Enfield from the main gate of the School to the main ground floor entrance of the applicant's home.

Any unfilled foundation places will become additional open places. Unsuccessful applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

If you would like to apply for a foundation place, please obtain the Supplementary Form (this may be obtained from the school or downloaded from the Parents and Admissions section of the school website). Completed forms must reach the Governors at the School, addressed to the Clerk to the Governors as indicated on the front of the form.

Open Places

Open places are offered to applicants who do not qualify for a foundation place, but whose parents have chosen the School for the type of education it provides.

Open places will be allocated in order of the nearness of the home to the School, measured as the crow flies using the computer programme operated by the London Borough of Enfield from the main gate of the School to the main ground floor entrance of the applicant's home¹.

In the event that there are fewer applications for open places than there are places, any unfilled places will become additional foundation places. Unsuccessful applicants for open places will be considered for any foundation places remaining unfilled at the end of the allocation procedure.

SECTION C: FURTHER INFORMATION

1. Processing of Applications

- a. Late applications will only be acceptable in exceptional circumstances. Applications accepted in such circumstances will be dealt with in the same way as applications received on time
- b. All unsuccessful applicants will be on the waiting list from the time the decisions are announced until it is discarded on 31 December. Places that become available will be offered in accordance with the admissions criteria.
- c. An applicant's position on the waiting list could move either up or down.
- d. In-year admissions will be considered under the same criteria and applications should be made direct to the school.

2. Changes of Circumstances

It is the parents' responsibility to inform the Headteacher of any change in circumstances since completion of the form, including change of address between the time of application and initial offers being made in March 2018. Failure to advise of relevant changes may result in withdrawal of any offer made.

Applications for Twins, Triplets, etc.

These will be processed individually but we shall aim to ensure that they are not separated by the school selection process. In the event of the 186th child being a twin, we will admit the other twin.

3. Transport

The school does not operate any of its own transport for journeys to and from school. It is however well served by buses along the Hertford and Great Cambridge Roads. The nearest overland railway stations are Brimsdown, Southbury Road and Turkey Street, which are all approximately 1.5 miles from the school. The school is situated in a narrow road with limited access; the use of private transport by parents to bring and collect students is therefore discouraged. Free home to school transport, via public transport is available to low income families, to one of their three nearest schools, where the distance travelled is between 2 and 6 miles. Students living in London boroughs in full-time education can obtain free travel. See information on the Transport for London website about the Zip Oystercard.

Appeal Process

Parents who are not offered a place for their child have the right of appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Clerk to the Governors, at the School's address. The form should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the Governors' decision not to offer a place. Should some appeals be unsuccessful, the Governing Body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.