



# Admissions Policy for admissions September 2026/27

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Leadership responsibility:	Mrs T Day, Headteacher
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## Vision Statement

### *Believe Strive Succeed*

*Our vision is to provide an outstanding, inclusive and aspirational education for local children. We believe that everyone in our community is capable of achieving beyond their expectations by living each day in all its fullness, spiritually, physically, intellectually, emotionally and morally. We are underpinned by deep rooted values of respect, consideration, loyalty, responsibility and success.*

*1 Corinthians 12:12 'the body is one and has many members, and all the members of the body, though many, are one body'*

## Bishop Stopford's School Admissions Policy

### For admissions to the school, September 2026/27

#### 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 national closing date for applications is 31 October 2025 for September, 2026 admissions.**
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 2025; for September, 2026 admissions.**
4. Places will be offered on 1<sup>st</sup> March (or the next working day where 1<sup>st</sup> March falls at the weekend or bank holiday) which is national offer day for all on-time secondary school applications in England, as set out in the DfE School Admissions Code 2021
5. The Governing Body has sole responsibility for admissions to this school and intends to admit 120 children to year 7 in September 2026.
6. Fair Access-The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under local protocol that has been agreed by both the Diocese and governing body for the current school year. The Governing body has this power even when admitting the child would mean exceeding the published admission number
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 (EHCP)- The admission of students with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP you must contact your local authority SEN officer. Once the School has been named the school will admit the child.

## **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. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child's arrangements order or special guardianship order).
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 (this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former students of the school).

### **In Year Admissions**

All In-Year transfers are processed through Enfield Schools Admissions Service (ESAS). Once processed, ESAS will send details to the Admissions Officer at the school. If a place is available and there is no waiting list, parents and the student will be invited to the school for interview. If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list.

### **Children educated out of chronological age group**

Application may be made for a child to be educated out of his/her age group i.e. a 12-year-old being admitted to a Year 7, a 17-year-old to a Year 12 or any child admitted in-year to the year above or below their chronological age group. The applicant should write to the Chair of Governors and the Headteacher at the time of application with an explanation requesting that the child may be admitted out of his/her chronological age group.

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 whose **parents/carers** are regular worshippers at an Anglican Church.
  - a. Within the Deanery of Enfield
  - b. In other deaneries
1. Applicants whose **parents/carers** are regular worshippers at a church of any other Christian denomination within Churches Together in England CTIW or the Evangelical Alliance EAUK.
2. 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: <http://www.bishopstopfords.enfield.sch.uk/about-our-school/admissions/>)** 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 home<sup>1</sup>.

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**

### **Unsuccessful Applications**

If your child is not offered a place at the School, his name will normally be placed on a waiting list for admission to the School (see 'Waiting List' below).

If your child is not offered a place at the School you will be entitled to appeal to an independent panel. Details will be given in the letter of refusal. The decision of the panel is final.

### **Waiting List**

Bishop Stopford's School has a waiting list of students who have not been offered a place but whose parents express the wish for them to take up a place should one become available. If a place does become available all applicants are assessed in accordance with the entry criteria. Date of receipt of the application is not a factor. Students who are on the waiting list will not be removed unless requested by their parent(s). Each child added to the list will be ranked again in line with the Section B of page 4.

### **Late Applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the School is oversubscribed it is very unlikely that late applicants will obtain a place.

### **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 2026. 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 120<sup>th</sup> child being a twin, we will admit the other twin.

### **Tie Break**

Where there are more applications than spaces available the tie-break will be used. Priority will be given to candidates according to Section B: Admissions Criteria Page 4 of this document and then distance to travel to the school will be employed with those living nearest to the school, measured in a straight line from the child's house taking priority. The distance measurement is carried out by the LA. Measurements for the final allocation process will be calculated by the admissions IT system using AddressBase Premium, which provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. It is a straight-line measurement and does not consider the actual or expected route a child will travel to school. Where the local authority provides measurements for voluntary aided, foundation schools and academies, the same system will apply.

In any other case, where applicants have the same priority on distance, independently administered random allocation will be the final deciding factor. Where a child lives with parents who share parental responsibility at different addresses, the address as given on the Common Application form will be used. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

### **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. Where two or more measurements are the same, a decision will be made using random allocation. 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.