

# *Crompton House Church of England School*

## *Admissions Policy 2023 For Year 7 Entry 2024*



*Agreed by Governing Body: 19.01.2021*

*Created in accordance with the guidance of the Diocese of Manchester Board of Education:*

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## Introduction

Crompton House Church of England School is a school with a strong sense of pride and tradition. It is committed to providing outstanding education for students from the Church of England family and the local community. This is underpinned by the values and ethos of the Church of England and combined with the benefits of strong links with the local and regional community. As an Academy, we prepare students for their adult lives academically, spiritually, socially, morally, culturally and for the world of work in the 21<sup>st</sup> Century.

Christian worship takes place regularly at the school, including Holy Communion. This is offered to all pupils through assemblies, tutor periods, and cross curricular study. Similarly all pupils study Religious Studies to GCSE. The School upholds traditional standards of excellence in academic, artistic and sporting life and has an Arts specialism.

Pupils are admitted to the school in accordance with Department for Education's Admissions Code and, in the event of oversubscription to the school in any one year, the Admissions policy's oversubscription criteria will be applied. If you need any help and advice please contact the school where we will be happy to discuss.

All applicants for a place in Year 7 at Crompton House in September 2024 must complete a Common Application Form which can be obtained from and must be returned to the local authority by the closing date (31 October 2023). Applicants seeking a place under one of the school's faith-based oversubscription criteria should also complete the Supplementary Form, which can be obtained from the school and must be returned to the school by the closing date shown on the supplementary form.

Successful applicants will be notified by the local authority by email on 1<sup>st</sup> March or the first working day of March (whichever is soonest).

## Admission Arrangements for Year 7

All children with a statement of special education needs, or an Education Health and Care Plan (EHCP), where Crompton House Church of England School is named in the statement/EHCP, will be offered a place before any over subscription criteria are applied.

In the event of over subscription to the school in any one year; the following criteria will apply when offering places:

1. Children Looked after and Previously Looked After.
2. Children where the Governing body has deemed exceptional social or medical needs.
3. Children of staff employed by Crompton House Church of England School.
4. Faith – Church of England.

*Places will be offered to students attaining the highest points score as stipulated in the supplementary form Part B. In the event of there being no way of distinguishing between applicants, for example where two or more children have the same points score, the Governors will first apply the sibling tie-breaker, with the student with a sibling being given a higher priority, the second tie-breaker being distance from home to school, with the student closest to the school being given a higher priority. In the event of tie after these considerations, the place will be allocated by a random selection, which is the final tiebreaker.*

5. Faith - Churches Together in Britain and Ireland.

*Places will be offered to students attaining the highest points score as stipulated in the supplementary form Part B. In the event of there being no way of distinguishing between applicants, for example where two or more children have the same points score, the Governors will first apply the sibling tie-breaker, with the student with a sibling being given a higher priority, the second tie-breaker being distance from home to school, with the student closest to the school being given a higher priority. In the event of tie after these considerations, the place will be allocated by a random selection, which is the final tiebreaker.*

6. Feeder schools of the Crompton House Church of England Multi Academy Trust

*Places will be offered to students of primary schools that are members of the Crompton House Church of England Multi Academy Trust at the start of the academic year the application for entry to Crompton House is made. If there are insufficient places for all the students applying in this category, The Governing Body will first apply the sibling tie-breaker, with the student with a sibling being given a higher priority, the second tie-breaker being distance from home to school, with the student closest to the school being given a higher priority. In the event of tie after these considerations, the place will be allocated by a random selection, which is the final tiebreaker.*

## 7. Faith – Other faiths

*Places will be offered to students attaining the highest points score as stipulated in the supplementary form Part B. In the event of there being no way of distinguishing between applicants, for example where two or more children have the same points score, the Governors will first apply the sibling tie-breaker, with the student with a sibling being given a higher priority, the second tie-breaker being distance from home to school, with the student closest to the school being given a higher priority. In the event of tie after these considerations, the place will be allocated by a random selection, which is the final tiebreaker.*

## 8. All Other

*In the event that there are remaining places, after the above criteria have been applied, the Governing Body will first apply the sibling tie-breaker, with the student with a sibling being given a higher priority, the second tie-breaker being distance from home to school, with the student closest to the school being given a higher priority. In the event of tie after these considerations, the place will be allocated by a random selection, which is the final tiebreaker.*

**Note:** *For further detail of the above criteria see the definitions section within this policy.*

## Eligibility for Admission

The Crompton House School is a Church of England Academy. We serve Anglican families and other faiths along with pupils with no faith across the region. The Governing Body welcomes applications from all families, of all faiths and no faiths of transfer age. All children are admitted without reference to ability and aptitude. The Published Admission Number for the admission of pupils to Year 7 in September 2024 is 308. Children with a statement of special education needs, or an Education Health and Care Plan (EHCP) where the school is named in the statement/EHCP, will be offered places before any oversubscription criteria are applied. Thereafter, if there are more applications than places available, the governors will offer places in a priority of the oversubscription criteria as specified in this policy.

Parents who are considering making an application for their child are welcome to attend our Open Evening, this year it will be held on:

**Thursday 21<sup>st</sup> September 2023 5.15pm, 6.15pm, 7pm by appointment only** (*Appointments can be made via the school website from 4th September 2023*)

## Exceptional Social or Medical Needs

Where admission is sought under criterion 2 (exceptional social or medical needs) the parents or legal guardians must provide to the Governors relevant up-to-date substantial supporting evidence – for example a letter from a registered health professional such as a doctor or social worker. The supporting evidence should set out the particular reasons why Crompton House Church of England School is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Note that the result of a criterion 2 assessment cannot be advised to the parent or legal guardian until all admissions are advised to parents or legal guardians by the Local Authority in March. It is advisable that parents or legal guardians also apply through an alternative criterion, if relevant, to cater for possible rejection under criterion 2

## **Right of Appeal**

In the event of parents being refused a place for their child, they have the right of appeal against the decision; information explaining how to appeal will be given by the Local Authority. Parents who have unsuccessfully appealed for a place in an academic year may not apply again for a place in the same academic year unless there are significant and material changes in the circumstances of the parent or school relevant to a further application.

## **Changes to Admissions Arrangements**

The School will consult on proposed changes to its admission arrangements in accordance with the School Admissions Code and will review its Admissions Policy annually.

## **Fraudulent Applications**

If the Governors are presented with evidence that the supplementary form has been fraudulently altered in anyway, they reserve the right to withdraw the supplementary form when prioritising places.

## **Multiple Births**

If the situation occurs, where only one place is available, and the next children are siblings from the same multiple birth, all siblings will be offered a placed.

For example, for twins or triplets the twin or remaining triplets will be offered places giving them a higher priority.

## **Waiting List**

If a child fails to be accepted because the school is oversubscribed, their name will be added to a waiting list. The waiting list is prioritised using the same oversubscription criteria outlined in section 'Admission Arrangements for Years 7' in the Crompton House admissions policy. Each additional child added to the waiting list will require the list to be ranked again in line with the published oversubscription criteria. Priority cannot be given to children based on the date their application was received or their name was added to the list.

## **Supplementary Forms**

Applicants seeking a place under one of the faith-based criteria (criteria 4, 5 and 7) should complete and return the Supplementary Form. If this is not completed and returned, the Governors will not be able to consider the application under criteria 4, 5 or 7.

Supplementary forms for entry into Year 7 are available for download from the school website. Please visit [www.cromptonhouse.org](http://www.cromptonhouse.org).

Supplementary forms may also be requested by sending a letter of request and providing a stamped addressed envelope with **sufficient** postage applied. This should be either an A5 or A4 envelope.

Supplementary forms must be returned to the school by **31<sup>st</sup> October 2023 – 5pm.**

Supplementary forms received after this date will be treated as late applications.

#### Further Information

If your child is offered a place at the school, the pupil and parent or guardian will be asked to sign a Home and School Partnership Agreement in line with the school policies, which will contain areas such as:

1. UNIFORM - I understand and agree that acceptance of a place at the school carries with it the obligation that my child will wear the full official school uniform throughout his/her school career.
2. RULES - I agree that my child will obey the disciplinary code of the school and its rules including that relating to compulsory homework.
3. RELIGIOUS STUDIES - I accept that the school offers pupils various religious activities including religious teaching.

### **Guidance to Parents/Legal Guardians**

1. The completion and return of both parts of the supplementary form is the responsibility of the parent/guardian. Once Part A is completed by the parent/guardian, and Part B by the Parish Priest/ Minister/Faith Leader, the full pack intact is then returned to the school by the deadline. You may wish to use “*RECORDED DELIVERY*” to ensure safe receipt of your supplementary form. Acknowledgement of receipt of a Supplementary Form will only be sent on receipt of a stamped addressed envelope.
2. It is recommended, in order to foster a full and open dialogue between the family and the Parish Priest/Minister/Faith Leader that they work together and it is recommended that applicants allow the Parish Priest/Minister/Faith Leader one month to complete Part B as a large number of forms may need to be researched and completed.
3. If you or your child has attended more than one place of worship over the past five years an additional copy of Part B must be attached from your previous Parish Priest/Minister/Faith Leader.

**Note:** *Please request an original copy of Part B from the school as photocopies cannot be accepted.*

## Guidance for Priest/Minister/Faith Leader.

1. We are grateful for the time taken to support families who are enquiring about the eligibility of their child to come to Crompton House Church of England School. This support is vital in ensuring the fairness of the admissions procedure since demand for places significantly outweighs supply. The Priest/Minister/Faith Leader are asked to “*strike out*” areas of the form that are not scored. The onus for completion and return of the two part form is on the parent/guardian. Notwithstanding this fact your completion of Part B remains of the utmost importance.
2. The completed form may need to be explained to parents or legal guardians in question, with respect to their allocated points. It has been suggested that when this is done there may be less pressure placed on Priest/Minister/Faith Leader to support appeals.
3. In the interests of natural justice we have been advised to make all information available to any potential appellant. The nature of the Appeals procedure is such that sensitive information on the form will be considered by members of the Appeals Panel. Please be as accurate as possible, consulting with wardens or any other leaders where necessary.



Chris Gloster  
Chair of Governors



Karl Newell  
Headteacher

## Definitions

**Sibling:** A brother or sister with one biological parent in common, unless by legal adoption, who are in attendance at Crompton House School at the date in which the youngest sibling starts at the school.

**Note:** This excludes the Sixth Form; hence siblings will need to be in year groups 7, 8, 9, or 10 at the time of the application.

**Distance:** Distance will be measured using the Local Authority's computerised measuring system.

**Tie Breakers:** In the event of there being no way of distinguishing between applicants, for example where two or more children have the same points score, and only one place remains available, the Governors will first apply the sibling tie-breaker, with the student with a sibling being given a higher priority, the second tie-breaker being distance from home to school, with the student closest to the school being given a higher priority. In the event of tie after these considerations, the place will be allocated by a random selection, which is the final tie-breaker. This random selection will be supervised by someone independent of the school.

**Churches Together in Britain and Ireland:** Under criterion 5 of the admissions policy, places will be offered to children from churches together in Britain and Ireland. For eligibility the church / denomination should be listed as member churches of Churches Together in Britain and Ireland ([www.ctbi.org.uk](http://www.ctbi.org.uk)) or Membership of Churches Together in Greater Manchester and Locally (*Church of England, Diocese of Manchester*)

**Parents/ Family Members:** A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

**Children Looked After and Previously Looked After:** A '*child looked after*' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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 arrangements order or special guardianship order).

Previously looked after children includes those children who appear (to the school as admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Full paperwork evidence needs to be supplied for these instances

**Statement of Special Educational Needs (SEN)/Education Health and Care Plan (EHCP):** A legal document issued by the local authority specifying the particular needs, resources and provision required to support the child. A statement of SEN or an Education Health and Care Plan (EHCP) can include a named school that is suitable for providing education for that child.

**Children of staff employed by Crompton House C of E School:** Where the member of staff has been employed within the Crompton House Church of England School (company registration: 07713345) for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.





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