



THE  
**BRIAN CLARKE**  
CHURCH OF ENGLAND ACADEMY

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THE BRIAN CLARKE CHURCH OF  
ENGLAND ACADEMY POLICY FOR  
ADMISSION TO YEAR 7 IN  
SEPTEMBER 2022

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“Luceat Lux Vestra: Let your light shine”

FEBRUARY 16, 2021

PART OF THE CRANMER EDUCATION TRUST  
c/o The Blue Coat School, Egerton Street, Oldham. OL1 3SQ

## Vision and Values

The Brian Clarke Church of England Academy is a secondary school which is part of the Cranmer Education Trust (CET), a charitable trust responsible for a number of schools. The Trust's vision and intent is that the Brian Clarke Church of England Academy will be a Church of England school that welcomes pupils of all faiths and none and a multicultural school that serves all the communities of Oldham and is a microcosm of the town's rich diversity. The Brian Clarke Church of England Academy will bring young people together to build a community where all are valued, respected, nurtured and challenged to become the best they can be and are meant to be. Our aim is that every individual's light can shine, all can and will achieve and progress in their learning, and all will become people we are proud to know - good neighbours, good citizens and good friends.

## Statutory Framework

The Cranmer Education Trust is the admission authority for the school, with the administration and implementation of the policy being delegated to the Local Governing Committee of the school. The school is required to act in accordance with the School Admissions Code 2014 and the Schools Admissions Appeals Code 2012, which are available at <https://www.gov.uk/guidance/academy-admissions>. For 2022 applications to the school will be handled by the academy trust outside of the admissions process coordinated by Oldham Council (the Local Authority). The school will liaise with the Local Authority on admissions issues. This means you will need to complete your local authority common application form for your other choices of school in addition to a separate application for this school.

The CET has consulted Manchester Diocesan Board of Education in drawing up the following arrangements for admissions, which include the criteria to be used to determine the allocation of places when the school is oversubscribed. As a Church of England Free School, the school may admit up to 50% of the pupils to Year 7 each year on the basis of faith and at least 50% without reference to faith.

### 1. Published Admission Number

- 1.1 The school's Published Admission Number (PAN) for the admission of pupils to Year 7 is 240.
- 1.2 If fewer than 240 applications for admission to Year 7 are received, all applicants will be offered places.

### 2. Children with Education, Health and Care Plans

The school will admit all children with Education, Health and Care Plans (EHCPs) naming the school. (These admissions are made without reference to faith - see Note 1).

### 3. Oversubscription Criteria

In the event of more applications for admission to the school being received than there are places available (after the admission of any pupils with EHCPs naming the school) the following criteria, in the order of priority shown, will be used to determine the allocation of places.

- 3.1 **Looked After Children and Previously Looked After Children**. These priority allocations are made without reference to faith. (see Definitions).
- 3.2 **Faith-based Places**  
Up to 120 places to applicants who are members of a Christian Church or one of the 5 major world faiths represented in Oldham (see Definitions) as set out below:

### 3.2.1 **Up to 60 places to children of the Christian faith**

If there are more applicants than places, priority will be given to children whose parent/legal guardian provides evidence that the child and one parent/legal guardian are active members of a Christian Church (see Definitions). Active membership is measured by allocating one point for each weekly attendance by the child and one point for each weekly attendance by the parent/legal guardian at public worship (see Definitions) over a period of 5 years, from the school year 2016-17 (see Note 1). Places will be allocated to the 60 children with the highest total scores.

#### **Tie-Break**

If a tie-break is needed, it will be in the following priority order:

- Children who have a sibling attending the school at the closing date of application to admissions (see Definitions);
- Random Allocation (see Definitions).

### 3.2.2 **Up to 60 places to children who are active members of the one of the major world faiths, other than Christian (Buddhism, Hinduism, Islam, Judaism, Sikhism) present in Oldham that are members of the UK Interfaith Network (see Definitions), The Oldham Interfaith Forum, or the Oldham Mosques Council**

As patterns of worship vary between faiths, commitment is evidenced by the attestation of the leader of worship, based on their knowledge of the family and children. If there are more than 60 eligible applications received under this criterion, places will be awarded in the following priority order:

- Random Allocation (see Definitions).

## 3.3 **Non-Faith Places**

**A minimum of 120 places will be allocated to children without reference to faith:**

3.3.1 All children with EHCPs naming the school are allocated without reference to faith (see 2 above).

3.3.2 Looked After and Previously Looked After Children are admitted without reference to faith (see 3.1 above).

3.3.3 Any unfilled places from categories 3.2.1 and 3.2.2 will be added to the non-faith places.

3.3.4 If there are any more applicants than places available following 3.3.1, 3.3.2 and 3.3.3 above, places will be allocated to children who live within one of the 3 geographical zones defined by the school in the ratio 9:10:5

**Zone 1:** No more than 1 mile from the school;

**Zone 2:** More than 1 mile but no more than 2 miles from the school;

**Zone 3:** More than 2 miles but no more than 3 miles from the school.

Distance will be measured by the Local Authority's mapping system from the school gate to the front door of the child's home.

3.3.5 In the event of the places available in one or more of the geographical zones being oversubscribed, priority will be given in the following order:

- Children who have a sibling attending the school at the closing date of application to admissions (see Definitions);
- Random allocation (see Definitions).

3.3.6 Where the number of places is not divisible by the ratio 9:10:5, then the final place(s) will be allocated to Zone 2.

3.3.7 In the event of places available in one or more of the geographical zones being undersubscribed, the remaining places will be allocated to the **All Other Children** category.

3.4 **All Other Children** – priority will be given in the following order:

- Children who have a sibling attending the school at the closing date of application to admissions (see Definitions);
- Random allocation (see Definitions).

## Exceptional Circumstances

- (a) For members of church communities, where circumstances such as illness, bereavement or work patterns have meant that a member of the family other than the parent/legal guardian has occasionally attended worship with the child, supporting evidence should be provided by the priest/vicar/minister/superintendent for these attendances to be counted in the relevant priority.
- (b) When attendance at public worship re-opens, there may be specific health-related reasons why the parent/legal guardian and child cannot attend public worship in the church but participates by other means. In this case, supporting evidence should be provided by the priest/vicar/minister/superintendent for these attendances to be counted in the relevant priority.

Any places which are awarded based on exceptional circumstances will be deducted from the relevant faith priority.

## Application Forms and Procedures

Applications should be made direct to the Brian Clarke Church of England Academy. The forms can be downloaded from the school's website ([www.brian-clarke.org](http://www.brian-clarke.org)) or can be collected from The Blue Coat School, Egerton Street, Oldham, OL1 3SQ.

**The closing date for applications is 10<sup>th</sup> December 2021.**

The **application form** must be completed by all applicants.

**Part A and Part B of the Supplementary Information Form (SIF)** must be completed by all parents/legal guardians applying for admission for their child under the faith criteria (3.2.1-3.2.2). **Part B1 applies to Christian children, Part B2 applies to children of other faiths within the Interfaith Network.** Parents/legal guardians are responsible for returning the completed SIF, including the completion of Part B by their leader of worship, to The Blue Coat School, Egerton Street, Oldham by the closing date of **10<sup>th</sup> December 2021.**

## Offer Day

**The Offer Day for The Brian Clarke Church of England Academy for entry in September 2022 will be on 23<sup>rd</sup> February 2022.** If we have not entered into a funding agreement with the Secretary of State opening the school by this date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

## Late Applications

Late applications will be introduced after all on-time applications have been processed or from **6<sup>th</sup> May 2022**, whichever is earlier. Any remaining places will be allocated in line with the oversubscription criteria until the

The Brian Clarke Church of England Academy Admissions Policy school reaches its published admissions number of 240. Applicants who are not successful will be offered the right of appeal and placed on a waiting list.

## Right of Appeal

Where the Trust is unable to offer a place because the school is oversubscribed, parents/legal guardians have the right of appeal to an independent panel set up under the Schools Standards and Framework Act 1998 as amended by the Education Act 2022 and subject to the School Admissions Appeal Code 2012.

Parents/legal guardians should notify the **Clerk to the Trustees** at the Cranmer Education Trust within 20 school days of receiving the letter refusing a place of their intention to lodge an appeal.

Parents/legal guardians have the opportunity to submit their case to the panel in writing and also to attend to present their case. Parents/legal guardians will normally receive 10 school days' notice of the place and time of the hearing. Further information about any appeal will be provided by the independent clerk to the appeals panel. Details about the appeals process can be found on the school website (<https://www.brian-clarke.org/join-us/admissions-appeals/>).

## Waiting Lists

When the school receives more applications than there are places available, the above admissions criteria will be used and children who are not admitted will have their names placed on a waiting list. The order of priority on the waiting list will be determined using the above admissions criteria. This means that in practice, there will be 6 categories within the waiting lists:

**Category 1** – for Christian children (see Criterion 3.2.1)

**Category 2** – for other major world faith children (see Criterion 3.2.2)

**Categories 3-5** – for children living in each of the 3 geographical zones (see Criterion 3.3).

**Category 6** – all other children (see Criterion 3.4)

When children are admitted to the school, the basis of their admission will be recorded in line with one of the categories above. Therefore, if a child is withdrawn, the Admission Authority will know which category of the waiting list applies and will fill the place from the appropriate category following the admissions policy.

The date of application is not an admission criterion, and any late applicants will be added to the waiting list using the above admissions criteria. This means, for example, that a child who moves into the area could have a higher priority on the waiting list than one who has been on the list for some time. Each time a child is added to the waiting list the priority order will be ranked again in line with the above admissions criteria. If a place becomes available within any of the 6 categories, the place will be offered to the child who is top of the relevant category list at that time.

The waiting list will be kept until 31 December at the end of the Autumn Term of each admission year.

## Applications for in-year admissions

All applications for in-year admissions must be submitted in writing to the school. If you are an active member of your faith, please also complete the Supplementary Information Form which is available from the school's website. If a place is offered and accepted, the school will inform the Local Authority.

If the applicant cannot be offered a place, parents/legal guardians will be offered the right of appeal and placed on a waiting list.

## Requests for Admission outside of a child's normal age group

Parents/legal guardians may seek a place for their child outside of their normal age group.

## The Brian Clarke Church of England Academy Admissions Policy

Parents/legal guardians requesting admission out of the normal age group MUST put their request in writing, to the Headteacher at the school including any supporting evidence that the parent/legal guardian wishes to be taken into account.

The Local Governing Committee has the delegated authority from the CET to make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the following:

- Parents/legal guardians' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have been previously educated out of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteacher's views

When informing a parent/legal guardian of their decision on the year group the child should be admitted to the Local Governing Committee will clearly set out the reasons for their decision.

### Fraudulent Applications

Where the Trust discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent/legal guardian (e.g. a false claim of involvement in a place of worship, or a false address), which effectively denies a place to a child with a stronger claim, then the Trust may withdraw the offer of the place awarded. Where the offer is withdrawn based on misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

## Appendix A: Notes

### **Note 1: Attendance at worship at a Christian Church by the child and one parent/legal guardian**

This is counted over a period of 5 years from the school year 2016-17.

A maximum of 39 points for each child and one parent/legal guardian are awarded for the school years unaffected by COVID-19, i.e. 2016-17, 2017-18, 2018-19.

A maximum of 20 points are awarded for each of child and one parent/legal guardian for 2019-20.

No points for attendance at public worship will be awarded for the period 1<sup>st</sup> September 2020 to 31<sup>st</sup> March 2021.

From 1<sup>st</sup> April 2021, the position will be reviewed with the Legal Authority, Manchester Diocese, and the number of points for attendance available (if any) for the remainder of the academic year up to 31<sup>st</sup> August 2021 will be confirmed.

Details will be published on both the school and the Trust websites and will be added to the policy as they become available.

If no attendance may be recorded for 2020-21, then there will be no attendance points available for that year. Commitment will be based on previous years' attendance from 2016-17 to 2019-20.

**Note 2:** Unsuccessful applications for a faith place will automatically be included in the allocation of non-faith places subject to the oversubscription criteria set out in 3.3.4 to 3.3.7.

Please refer to Appendix B for Definition of Terms.



## Appendix B: Definition of Terms

- i) **Looked After Children/Previously Looked After Children (LAC/PLAC)**  
This includes any child who was Previously Looked After but immediately after being Looked After became subject to an adoption, child arrangements or special guardianship order. "Looked After" means that the child was (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of its social services functions in line with Section 22 (1) of the Children's Act 1989 at the time of making an application to the school.
- ii) The **Responsible Authority** is the local authority which has the care responsibility for the Looked After Child.
- iii) **Random Allocation** is a means of putting applications into an order that is entirely by chance and has no element of bias in the selection so that everybody has an equal chance. The process is electronic and is supervised by a responsible person independent of the school and the academy trust.
- iv) A **parent/legal guardian** is any person who has parental responsibility for the care of the child.
- v) The Cranmer Education Trust has defined "**siblings**" as full, step, half, foster and adopted brothers and sisters living at the same address at the time of submitting the application.
- vi) For the purposes of these admission arrangements '**Christian Church**' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the Diocesan Bishop. This includes:
- Member churches of Churches Together in Britain and Ireland ([www.ctbi.org.uk](http://www.ctbi.org.uk))
  - Churches affiliated to the Evangelical Alliance ([www.eauk.org](http://www.eauk.org))
  - Partner churches of Affinity ([www.affinity.org.uk](http://www.affinity.org.uk))
  - Churches which are members of the Fellowship of Evangelical Churches ([www.fiec.org.uk](http://www.fiec.org.uk))
- vii) **Christian Public Worship** is defined as attendance at any of the following:
- Public worship in church or chapel led by an accredited priest/minister/pastor/elder/lay-reader, outside of the school day. Public worship can be on any day of the week;
  - Sunday School;
  - Messy Church;
  - A church youth group/explorers/pathfinder which includes worship (must be approved by the accredited leader of worship).
- viii) **Other major world faiths** are defined as Buddhism, Hinduism, Islam, Judaism, Sikhism which are members of the Interfaith Network. A list of members can be found at [www.interfaith.co.uk](http://www.interfaith.co.uk).
- ix) **Home** is defined as the place where the child wakes up for the majority of Monday to Friday mornings.
- x) An **EHCP** (Education Health and Care Plan) is a legal document that outlines a child or young person's special educational, health and social care needs and the provision a local authority must put in place to help them.
- xi) **Supplementary Information Form (SIF)**. Parents/legal guardians applying for admission for their child under the faith-based criteria (criteria 3.2.1 or 3.2.2) should fill in, complete and return the Supplementary Information Form (SIF) available from the academy's website or in paper form from the school (for the opening year this would be from The Blue Coat School). The Supplementary Form must be completed and signed by the faith leader. Parents/legal guardians are responsible for enclosing the completed SIF, including the faith leader's signature and (for Christian applicants), the points score.



The Brian Clarke Church of England Academy Admissions Policy

Failure to return the signed and completed SIF by the closing date will mean that the application will not be able to be considered under the school's faith-based oversubscription criteria (criteria 3.2.1 or 3.2.2). This may reduce the chances of a child securing a place at the school if the school is oversubscribed.

SAMPLE



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