



THE  
**BRIAN CLARKE**  
CHURCH OF ENGLAND ACADEMY

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# ADMISSIONS POLICY FOR 2025 ENTRY

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Approved by	Policy recommended for approval by The Admissions Committee to the full Trust Board
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## 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 is 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 brings 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 admissions committee of the school. The school is required to act in accordance with the School Admissions Code 2021 and the Schools Admissions Appeals Code 2022, which are available at <https://www.gov.uk/guidance/academy-admissions>. The admissions process is coordinated by Oldham Council (the local authority) and the school liaises with the local authority on admission issues.

The Cranmer Education Trust 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.

Applications for a place in Year 7 in the normal admissions round each year must be made on the local authority's Common Application Form.

**In addition to the local authority form, all applicants applying for a faith-based place must complete the school's Supplementary Information Form and return this directly to the school by the closing date of 31<sup>st</sup> October 2024.**

### 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 Definitions).

### 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 **Children in Public Care, Previously Looked After Children and Internationally Adopted 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 under this criterion, 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 5 academic years, ending August 2023. Places will be allocated to the 60 children with the highest total scores. See Notes 1-4.

#### **Tie-Break**

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

- 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 applicants than places 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 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 1<sup>st</sup> September 2025 (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:

- Random allocation (see Definitions).

### Exceptional Circumstances (Faith Places)

The local admissions committee will consider applications where exceptional circumstances apply. The local admissions committee shall determine whether the application sets out any exceptional circumstances that have limited or prevented attendance at public worship with a parent or guardian.

In this section, exceptional circumstance means:

- a) not of a trivial or moderate nature, such that can be foreseen and be reasonably expected as part of day-to-day life;
- b) must have a substantial detrimental impact on the child's ability to demonstrate a commitment to the faith through attendance at public worship with a parent or guardian;
- c) must be the cause of the limit and/or prevention of attendance at public worship with a parent or guardian; and
- d) must render attendance at public worship with a parent or guardian unachievable.

The local admissions committee will assess whether a commitment to the faith would have been demonstrated by attendance at public worship with a parent or guardian, *but for* the exceptional circumstance. For instance, where a parent or guardian has a serious illness that prevents them from accompanying their child to public worship, this may be considered to be an exceptional circumstance.

When making its determination, the local admissions committee will require evidence to support the application for exceptional circumstances. The local admissions committee shall consider all relevant information and evidence submitted with the application including, but not limited to:

- medical reports or letters;
- reports or letters from social care professionals;
- statements from clergy or religious leaders setting out attendance with an alternative family member and/or friend.

If the local admissions committee is satisfied that exceptional circumstances have been made out they will determine the number of points to be awarded for the period that exceptional circumstances applied, up to the maximum of 39 in any one year for Christian applications under section 3.2.1, or whether the application should be included in the Other World Faith random allocation under section 3.2.2.

The application for exceptional circumstances must be made through the supplementary information form.

### Supplementary Information Form Procedures

**Parts A, B and D 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 must be completed by the faith leader of Christian children.**

**Part B2 must be completed by the faith leader of children of other faiths within the Interfaith Network.**

Parents/legal guardians are responsible for returning **all pages** of the completed SIF, including the completion of Part B by their leader of worship, to The Brian Clarke Church Of England Academy, Bloom Street, Oldham, OL9 6EF. Parents/legal guardians are also responsible for ensuring the school has safely received the SIF, receiving an email confirmation of receipt.

## 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 2002 and subject to the School Admissions Appeal Code 2022.

Parents/legal guardians should notify the Admissions Secretary at the school 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/>).

Please note that this right of appeal against the school's decision does not prevent you from making an appeal in respect of any other school.

## 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 the application is faith based, this must be supported by submission of a 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.

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 admissions committee has the delegated authority from the Cranmer Education Trust 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 admissions committee will clearly set out the reasons for their decision.

If the application is granted and it is for in-year admission, subject to any waiting list or space being available, the child will be admitted to the age group applied to.

If the application has been rejected the child will only be able to apply for admission to the normal age group and be subject to the applicable process whether admission is sought through the normal admissions round or in-year.

Parents/legal guardians have the right to appeal to a refusal to admit their child (see further details below). However, if parents/legal guardians are offered a place for their child but not in the preferred age group there is no right of appeal.

## 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.

## Privacy Notice

In making an application for admission to the Brian Clarke Church of England Academy, parents / legal guardians provide personal, sensitive information in relation to their child and themselves. This information will be stored in accordance with the school's privacy notice, a copy of which can be found on the school website.

## Retention periods

Supplementary forms will be held for 1 academic year following receipt. Appeals information will be held for 2 years from date of appeal.

## Appendix A: Notes

**Note 1: Attendance at worship at a Christian Church by the child and one parent/legal guardian over a period of 5 years.** Due to the impact of the COVID-19 pandemic, attendance at public worship for 2019-20 will only be counted up to 17 March 2020. Points will not be awarded for the period from 18 March 2020 due to national restrictions imposed on churches and places of worship. For the for the academic year 2020-21, attendance will not be counted due to the impact of Covid restrictions. Counting of attendance recommenced on 31st October 2021. The maximum points that can be awarded for the year 1st September 2021 to 31st August 2022 will be 33 to proportionately reflect

the reduction in months. These changes are reflected in the attendance table on the Supplementary Information Form.

## **Note 2: Temporary Restrictions on public worship resulting from Covid-19 after 31<sup>st</sup> October 2021**

In the event that during the period 31<sup>st</sup> October 2021 to 31<sup>st</sup> August 2023 the church has been closed for public worship and has not provided alternative premises for that worship; or the church's issued capacity is not available to all its congregation because they have not been able to book one of the available seats during public worship:

- i) the incumbent or authorised person is asked to record that information on the Supplementary Information Form (Section B).
- ii) this information will be fully considered by the admissions committee for the school. The level of attendance will be adjusted by looking at attendance prior to closure/part closure and then again from when the church re-opened fully for public worship.

For example: if in previous qualifying years the applicant and parent/legal guardian had attended for the maximum counted for the purposes of this policy, i.e. 75% of the weeks of the year, it will be presumed that they would have attended for 75% of the weeks of closure/partial closure and so on.

This calculation of presumption will be taken into account as part of the calculation of attendance for the period from 31<sup>st</sup> October 2021 to 31<sup>st</sup> August 2023 by the Admissions Authority for the school.

**Note 3:** 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.

**Note 4:** Applications with zero points church attendance will not be accepted under the category of Christian faith. Any such applications will be treated as non-faith applications.

## Appendix B: Definition of Terms

### i) **Children in Public Care/Previously Looked After Children (LAC/PLAC/IAPLAC)**

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was

- (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.

This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, and ceased to be in state care as a result of being adopted.

- 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 complete the Supplementary Information Form (SIF) and return it directly to the school. This form is available from the school's website or in paper form from the school. Part B of the Supplementary Form must be completed and signed by the faith leader. Parents/legal guardians are responsible for returning the completed SIF, including the faith leader's signature and (for Christian applicants), the points score.

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 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.