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# Admissions 2019



**Bishop  
Perowne**  
Church of England College  
**Endeavour Forever**

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This document is a controlled document authorized for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

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## 1 OVERVIEW

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### 1.1 Purpose

Refer to Section 2 Policies and Procedures

### 1.2 Scope

Refer to Section 2 Policies and Procedures

### 1.3 Reviews

This policy will be reviewed annually or when the need arises.

### 1.4 Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## 2 POLICY AND PROCEDURES

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### 2.1 Introduction

At Bishop Perowne Church of England College every student is valued, respected and entitled to develop to their full potential. The College would like to take every potential student who wishes to come here but the space and teaching staff available means that the College can only accept 210 students in any year group. Therefore the College has to set oversubscription criteria to be applied when applications exceed the number of places available.

Bishop Perowne acts as its own Admission Authority and as such it is the Governing Body which determines the admissions criteria, conditions and procedures. The College utilises the services of the County Council to collate the application forms from parents/carers.

The Governors are bound by Law to act in accordance with the various requirements set out in the School Admissions Code which came into force on 19th December 2014 and subsequent amendments. These requirements include, statutory consultations concerning admission criteria, joining in with the Local Authority's co-ordinated admissions scheme for secondary schools, co-operation with the Local Admissions Forum and the provision of places for children with Statements of Special Educational Need or Educational Health & Care Plans and Looked After Children – also known as Children in Public Care.

The purpose of this document is to set out the Governors' policy in respect of admissions generally, entry into Year 7 each September and In-Year and Outside the Normal Admissions Round admissions.

### 2.2 Admissions Generally

The Governors will follow in all respects the requirements of the School Admissions Code which came into force on 19th December 2014 together with any amendments subsequently enacted by Government.

Decisions on the admission of individual children will be delegated to the Admissions Committee, the members of which will be appointed each year at the first Board Meeting of the academic year. In urgent cases, i.e. applications for transfer, decisions on the admission of individual children will be delegated to the Headteacher and Chair of Governors. The Terms of Reference for that Committee are attached at Appendix 1.

### 2.3 Entry into Year 7 – the Normal Admission Round

The Governing Body will determine each year its criteria, conditions and arrangements for admission the following September. These will be sent for consultation in the usual way and when finalised will be made available to prospective parents/carers.

The College adopts and follows guidelines in the Local Authority's current Fair Access Protocol.

The current admissions criteria are set out in Appendix 2.

In-Year and Outside the Normal Admissions Round Applications (hitherto known as Transfer Applications).

The Governing Body will also determine each year its criteria, conditions and arrangements for admission outside the normal admission round. This will involve parents wishing to transfer their child between High Schools. Please refer to Appendix 4.

## **2.4 Admission of Children outside their normal age group**

Children will be accepted for the academic year group in which they were born. However parents/carers can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The Governing Body will make the decision based on the circumstances of each case.

### 3 APPENDIX 1 – ADMISSION COMMITTEE TERMS OF REFERNECE

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The role of the Admissions Committee is to: -

- Recommend to the Governing Body each year criteria and arrangements for admission in respect of both the Normal Admission Round and Outside the Normal Admission Round applications.
- Recommend to the Governing Body any changes in the Pupil Admission Number (PAN) in agreement with the Local Authority.
- Ensure that the School Admissions Code which came into force on 19th December 2014 is followed in all respects.
- Review all applications for admission received within or outside the Normal Admission Round, determining to whom to offer places, in accordance with the School Admissions Code and the College's admission criteria.

The Governing Body at its first meeting in the academic year will determine the composition of the Committee.

The Committee will meet at least once per term to consider all Outside the Normal Admission Round applications. The quorum for such meetings is a minimum of three Governors. The Committee will rank at each meeting all applications in accordance with the then existing criteria, this allows the Headteacher and the Admissions Officer to fill any vacancies as soon as they arrive without having to wait for a further meeting.

The Committee will also meet once each year to determine applications received in the Normal Admission Round. The quorum for this meeting is a minimum of five Governors. The Committee will rank at this meeting all applications in accordance with the then existing criteria. This allows the Admissions Officer, in conjunction with the Headteacher and Chair of Governors, to fill any vacancies as soon as they arrive without having to wait for a further meeting.

Any Governor with a personal interest in any applications for admission received, for instance in respect of a relative, is to declare that interest at the relevant meeting and they shall relinquish voting rights in respect of the particular application.

All meetings will be minuted, the minutes being made available for the following Board Meeting.



## 4 APPENDIX 2 – ADMISSIONS SEPTEMBER 2019

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Bishop Perowne Church of England College offers its students: -

- An education which will meet the needs of each individual child;
- A full range of sporting and cultural activities including the performing and creative arts as well as science, technology, engineering and mathematics (“STEM”);
- A structure of care, guidance and support to back up the high standards of discipline and behaviour which are expected;
- Access to vocational and Post-16 education provided by other colleges and schools;
- Participation in a community whose ethos is based in Christian values;
- The objective of becoming a full and rounded citizen.

The Governors of Bishop Perowne Church of England College currently have 210 places available for entry in Year 7, up to 20 of which will be provided to children who can demonstrate a sufficient aptitude in one of the Performing Arts. The Governors will also encourage applications from children with an aptitude for STEM.

The following pages give full details of the application procedure, the oversubscription criteria, the closing date for applications and further information. These details, which together make up the conditions for admission, are important. If there are any queries, the Admissions Officer (01905 746867) would be pleased to help.

### 4.1 Introduction

Bishop Perowne seeks to prepare its students for adult life within a Christian context, particularly as practised in the Church of England. The College's ethos and aims, as set out in the prospectus, reflect its foundation and its status as a comprehensive school and specialists in performing arts and STEM.

Bishop Perowne has no catchment area and students can come to the College from all over Worcester city and the surrounding area. In this College, founded and supported by the Church of England, the Governing Body has full responsibility for admissions.

**IF YOU ARE APPLYING FOR A PLACE AT BISHOP PEROWNE, YOU MUST APPLY BY THE DATES SET OUT BELOW.**

The Local Authority is required by law to operate a co-ordinated admissions scheme for secondary schools (i.e. schools who admit children at age 11 or older). All applications for places are coordinated by the home local authority. All applicants must complete the common application form (CAF) for the home local authority. Under the scheme, it is required to ensure that only one offer of a school place is awarded to students. Accordingly, the Local Authority will write to all parents and carers on or around the 1 March 2018 to advise at which school a place has been offered. This means that although it is the Governors who determine to whom to offer a place, it will be the Local Authority who co-ordinates admissions and who will advise parents - not Bishop Perowne.

There are currently 210 places available for admission into Year 7. In the situation where the College receives more applications than there are places available the oversubscription criteria detailed below will be applied. The criteria comply with the School Admissions Code (2014) as published by the Department for Education.

## **4.2 Procedures**

The Governors are required to determine the oversubscription criteria for admission. These are set out below. The criteria comply with the School Admissions Code (2014) as published by the Department for Education.

The Governors will take great care in considering every application, and will allocate places strictly according to the oversubscription criteria when the situation arises that there are more applications than there are places available. These will be applied in order, all applications meeting criterion 1 being admitted before considering those meeting criterion 2, and so on until all places are filled. If there are more applications which fall within one of the criteria than there are places remaining, places will be allocated by random selection (lottery). This process, which will be supervised by someone totally independent of the College, is transparent in all respects.

### **4.2.1 Special Educational Needs / Education Health and Care Plan**

Any child with a Statement of Special Educational Need or an Educational Health and Care Plan that names Bishop Perowne Church of England College will be admitted.

### **4.2.2 Oversubscription Criteria**

If there are more applications than there are places, the Governing Body's Admissions Committee will assess each application in order of the College's criteria, which are as follows:

### **4.2.3 Relevant Looked After and Previously Looked After Children**

'Looked after' means all those currently accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously accommodated by a Local Authority but immediately after being looked after, were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or became subject to a child Arrangement Order or Special Guardianship Order.

### **4.2.4 Children with an aptitude for the Performing Arts**

Up to 20 places will be made available to children who can be identified as being able to benefit from teaching in the Performing Arts or who demonstrate a particular capacity to succeed in this subject. Children's aptitude in one, or a combination, of four specific areas – drama, dance, playing a musical instrument or singing - will be assessed by a panel of well qualified independent persons. The assessment will involve an audition in the autumn of 2018.

In the event that more than 20 children reach the required level of aptitude, places will be allocated by random selection (lottery). Those children who are unsuccessful will then automatically be considered under the remaining criteria for admission. Full details are contained in Appendix 3.

Conversely, if insufficient numbers of children reach the required level of aptitude in the College's specialisms listed above, the unfilled places will automatically be made available to all other applicants and allocated in accordance with the remaining criteria set out below.

#### **4.2.5 Relationship as brother, sister or sibling of a student attending the College and who will still be attending at the time of admission**

The term 'sibling' shall include step siblings, foster siblings, adopted siblings and other children living permanently at the same address but not cousins or other family members. In the event of a multiple birth or a same cohort sibling, all siblings will be offered places even though this might raise the intake number above the PAN. However, in this case the PAN will remain unchanged.

#### **4.2.6 Children who have a specific social or medical health need**

A written statement from an appropriate professional source such as a medical practitioner or recognised social worker must support such applications. An example of such a need would be where one or both parents/carers or the child has a disability that may make travel to a school further away more difficult. The written statement must make clear the particular reasons why Bishop Perowne is the most suitable school and the difficulties that would be caused if the child has to attend another school. This must accompany the application.

#### **4.2.7 The active involvement of parent and/or child in an Anglican Church**

The active involvement of parent and/or child in an Anglican Church and whose application is supported in writing by a minister of that Church on Form C. This form should accompany the application, or be received no later than 31 October 2018. See note below on attendance requirement.

#### **4.2.8 The active involvement of parent and/or child in another Church**

The active involvement of parent/and or child in the work and worship of a community of any other established religious faith, which supports the ethos of the school. The leader of the religious community, using Form C, must support the application. This form should accompany the application, or be received no later than 31 October 2018. See note below on attendance requirement.

#### **4.2.9 Children who live nearest to the school by the shortest straight line distance**

The measurement will be taken using the Geocode Points for each property and the Geocode point for the centre of the College. The measurement will be supplied to the College by the Local Authority who use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be

allocated by random selection (lottery). Someone totally independent of the College will supervise this process).

### 4.3 Late Applications

Late applications received between 31st October 2018 and 31st January 2019 may be treated on time only in the following circumstances:

- Where a family have just moved address
- Where it is agreed by the Governors that individual circumstances apply and the delay was reasonable given the circumstances of the case

In each case independent supporting documentary evidence will need to be submitted with the application.

Late applications will receive a lower priority and will only be considered after the applications received (or deemed to be) on time.

### 4.4 Important Notes

**PARENTS AND CARERS SHOULD READ THE FOLLOWING NOTES CAREFULLY. THEY FORM PART OF THE CONDITIONS OF ADMISSION.**

The Governors would not wish the procedure to be misunderstood in any way and the Admissions Officer (01905 746867) would be pleased to answer any questions. The attention of parents/carers is particularly drawn to the following.

#### 4.4.1 FOR APPLICATIONS IN RESPECT OF CHILDREN WITH AN APTITUDE FOR THE PERFORMING ARTS

All applicants must complete the common application form (CAF) for the home local authority by 31 October 2018. The CAF can be completed on-line at [www.worcestershire.gov.uk/admissions](http://www.worcestershire.gov.uk/admissions). A paper application form is available from the home local authority upon request.

The Performing Arts Application Form (Form B) and all supporting information must be submitted to Bishop Perowne Church of England College by 7 October 2018.

The Bishop Perowne Application Form (Form A): Parents and carers are also asked to submit this to Bishop Perowne Church of England College by 7 October 2018.

#### 4.4.2 FOR APPLICATIONS FOR ALL OTHER ADMISSIONS

All applicants must complete the common application form (CAF) for the home Local Authority by 31 October 2018. The CAF can be completed on-line at [www.worcestershire.gov.uk/admissions](http://www.worcestershire.gov.uk/admissions). A paper application form is available from the home Local Authority upon request

The Bishop Perowne Application Form Form A: Parents and carers are asked to submit this to Bishop Perowne Church of England College by 31 October 2018.

**IT IS ESSENTIAL THAT ALL APPLICATIONS AND ALL SUPPORTING INFORMATION BE RECEIVED BY THE DATES SET OUT IN THE BOX BELOW. FAILURE TO DO SO MAY MEAN THAT YOU ARE NOT OFFERED A PLACE.**

**If you are not offered a place at Bishop Perowne.**

You have the right to appeal against the Governors' decision. Please note however that these appeals are against decisions taken in the light of the information presented in accordance with the application procedures, and in relation to the stated criteria for admission. Further details about appeal procedures may be obtained from the Admissions Officer.

In addition, parents/carers can contact the Admissions Officer and ask to remain on the Waiting List. This is ranked in accordance with the criteria, criterion 1, for example, having priority over 2, and will remain open until 31st December 2018. Priority within a criterion will be determined by random selection (lottery).

**If you are offered a place.**

You will be notified by Bishop Perowne if you have been offered a place at the College. As above, Worcestershire County Council will formally advise parents and carers on 1 March 2019 if their application to Bishop Perowne has been successful. Parents and carers are asked to accept the offer of a place within 14 days. Failure to do so may result in the offer being withdrawn and the place being offered to another family. Bishop Perowne would however give adequate notice if this were likely to happen.

IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CONTACT THE ADMISSIONS OFFICER WHO WILL BE PLEASED TO HELP.

**Important Dates**

7 October 2018	Closing date for Performing Arts applications
31 October 2018	Closing date for all other applications

## 5 APPENDIX 3 – ADMISSIONS PERFORMING ARTS SEPTEMBER 2019

Up to 20 places will be made available to children who can be identified as being able to benefit from teaching in the Performing Arts and who demonstrate a particular capacity to succeed in this subject. Children's aptitude in one, or a combination, of three specific areas – drama, dance, music - will be assessed by a panel of well qualified independent persons. The assessment will involve an audition in October 2018.

Applications are invited from parents in respect of children who are likely to meet the audition requirements. These must be received by 7 October 2018 to be eligible for audition.

The audition process is just one part of the overall application procedure for a place at the College and accordingly parents/carers are asked to complete not only the application forms in respect of Performing Arts (Form B) but also the College's usual form (Form A). As a result, applications for children who unfortunately cannot be offered a place following the audition will automatically be considered under the next criterion appropriate to their circumstances. In addition, the common application form (CAF) for the home local authority must be completed and submitted. The CAF can be completed on-line at [www.worcestershire.gov.uk/admissions](http://www.worcestershire.gov.uk/admissions). A paper application form is available from the home local authority upon request. The procedure for transfer from a Middle School is slightly different; the Admissions Officer will be pleased to advise on this.

In the event that more than 20 children reach the required level of aptitude, places will be allocated by random selection (lottery).

Conversely, if insufficient children reach the required level of aptitude, the unfilled places will automatically be made available to all other applicants and allocated in accordance with the remaining criteria.

Students who are offered and accept a place at Bishop Perowne Church of England College through their aptitude for the Performing Arts will follow the same academic course and receive the majority of their lessons with the other students in their year group (English, Maths, Science, ICT, Art, Dance, Drama, Geography, History, MFL, Music, P.E., R.E). However, students will receive provision in the Arts above the normal level offered to students.

This will include;

- Subsidised group instrumental or singing lessons.
- A second/third instrument/voice for those already learning an instrument/voice
- A group /individual beginner's lessons in an instrument or voice of choice.
- Attendance within college in an extended day vocal ensemble and instrumental ensemble.
- Attendance at an extended day dance group.
- Study of a level 2 Performing Arts qualification in Years 9, 10 and 11.
- BTEC Level 2 Award in a Specialist Arts subject in Years 10 and 11.
- Regular performance opportunities in Acts of Collective worship

- Participation in college productions and performances.
- Priority provision in workshops given by visiting professionals.

## 5.1 Audition Requirements

Students will be auditioned by independent adjudicators whose recommendation to Governors will be final and not subject to appeal.

- Each candidate will be required to give a performance of their choice in Dance, Drama or Music. They may offer more than one specialism if they wish.
- Candidates will be asked to talk about their performance and why they have chosen it.

While students are auditioned the Headteacher and members of the Governing Body and College's Performing Arts Team will be available to discuss the programme of study on offer to students and answer any questions.

It will be possible to take the opportunity to see the Arts at work at Bishop Perowne Church of England College on Open Day or by appointment.

## 5.2 Application requirements

The Form A and Form B should be completed and returned to Bishop Perowne Church of England College by **7 October 2018**.

These forms should be accompanied by:-

- A reference or letter of recommendation from a qualified teacher in at least one specialist subject area, for example instrumental/ singing teacher, dance teacher, drama workshop leader.
- Success in music, dance or drama public exams are not a requirement for success; however, where these are applicable a copy of most recent certificates should be included.
- Statement of commitment from the parents towards the programme of study to be offered to the students.
- Statement of commitment from the students towards the programme of study to be offered to the students.

Unfortunately it will not be possible to accept applications received after 7 October 2018 for the auditions which are only held once each year.

**The Admissions Officer will be pleased to help with any queries about the application process and can be contacted on 01905 746867.**

Important Dates	
7 October 2018	Closing date for Performing Arts applications
31 October 2018	Closing date for all other applications



## 6 APPENDIX 4 – IN YEAR ADMISSIONS POLICY

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Due to the changes in In-Year admissions the Local Authority has made adjustments to the co-ordinated scheme and parents no longer have to apply to the Local Authority when applying for “In-Year” admissions. Instead parents are expected to apply **directly to the College**. The College will then notify the Local Authority of both the application and its outcome, as well as informing parents of their right to appeal.

Guidance from the Local Authority indicates that:

Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools must, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place."

The procedure for in-year admissions for Worcestershire residents wishing to send their child to Bishop Perowne Church of England College is as follows:

1. Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
  - Child’s current school (if in Worcestershire).
  - School being applied for (if in Worcestershire)
  - Worcestershire Hub Centre (Tel 01905 822700)
  - Download form from website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk))
2. Parent/Carer to complete the application form and ensure form is counter-signed by current headteacher (if already attending a Worcestershire School).
3. In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School in Worcestershire the parent should forward the form to the individual school. Parents making applications to schools in other local authorities must make their application to the relevant local authority.
4. All own admission authority schools must, on receipt of a form, notify the Local Authority in writing of the outcome of that application within 10 school days.
5. If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the College.



6. In the case of applications in respect of children with challenging behaviour the College will follow the School Admissions Code (2014) and may refer cases to the Local Authority for action under the Fair Access Protocol.

## 7 GLOSSARY

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Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document “REF-02 Glossary of Terms”.

### C

**CAF** Common Application Form

### S

**STEM** Science, technology, engineering and mathematics

Any enquiries regarding this publication should be sent to us at

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