

In partnership to
Educate, Nurture & Empower



Bishop Young C of E Academy

POLICIES & PROCEDURES

Admissions Arrangements 2021

Date Policy Approved: 12 February 2020
Approving Body: Abbey MAT Trust Board
Next Review Date: October 2020
Previous Review Date: October 2019

Varied on 13 October 2020 following approval from the
Regional Schools Commissioner (RSC), acting on behalf of
the Secretary of State.

Bishop Young C of E Academy Admissions Arrangements September 2021

Bishop Young Academy (BYA), reflecting its Christian ethos, invites applications for admission from children of families who are members of the Christian Church community, those who are members of other major world faiths and those who are members of the local community.

The Academy aims to serve its community by providing an environment where all work together **'In partnership to educate, nurture and empower'** within the context of Christian belief and practice.

The Academy encourages an understanding of the meaning and significance of the Christian faith and promotes Christian values through the experience it offers all its students. We are a Church of England Academy and therefore the Governors are the admissions authority for the Academy. The published admissions number (PAN) for Years 7-11 is 180 per year group. In the event that the number of applicants exceeds the number of places available oversubscription criteria will apply.

Children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) which names the Academy will be allocated a place. This is a statutory entitlement under Section 324 of the Education Act 1996 and is not part of the oversubscription criteria.

If there are more applications than the number of places available, places will be offered in the following order:

Priority 1

Children who are in local authority Looked After Care including: Adopted Children; those with a Residency Order, Child Arrangement Order and those with Special Guardianship or who have been adopted immediately following being 'Looked After'.

Note: *A Looked After Child 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 adopted (or became subject to a Residency Order or Special Guardianship Order) immediately following having been Looked After.*

Following the allocation of places in Priority 1, the remaining places will be offered as follows:

**Up to 50% of places will be allocated under Section 2: Foundation Places, and
Up to 50% of places will be allocated under Section 3: Community Places.**

Any unfilled places in either Section 2 or Section 3 will be transferred automatically to the other section.

Section 2: Foundation Places

Please note: Applications for a place within Section 2 will only be considered if a completed Supplementary Information Form (SIF) (Appendix A) has been submitted to BYA by the closing date for applications in addition to the Common Application Form (CAP). This must be supported by the Vicar/Minister/Faith Leader's Confidential Reference Form (Appendix B) and completed by the relevant Vicar/Minister/Faith Leader.*

***NB. The CAP may have been submitted electronically or directly to the Local Authority. Unsuccessful applications under Section 2 will automatically be considered under Section 3.**

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

Up to 50% of the remaining places will be allocated in the following order:

Category 1 (Children of active worshipping families from Christian¹ churches)
Places will be offered as follows:

- 1(a) Frequent worshippers at a Christian¹ church. The worshipper may be the child or one or more parents/carers.

Note: *A frequent worshipper is one who attends worship at least twice a month or more frequently at a Christian¹ church for the last two years preceding the closing date for applications².*

- 1(b) Regular but not frequent worshippers at a Christian¹ church. The worshipper may be the child or one or more parents/carers.

Note: *A regular worshipper is one who attends worship at least once a month at a Christian¹ church for the last two years preceding the closing date for applications².*

Category 2 (Children of active worshipping families of one of the following major world faiths Buddhism, Hinduism, Islam, Judaism or Sikhism)

Places will be offered as follows:

- 2(a) Frequent worshippers at the place of worship. The worshipper may be the child or one or more parents/carers.

Note: *A frequent worshipper is one who attends worship at least twice a month or more frequently for the last two years preceding the closing date for applications².*

- 2(b) Regular but not frequent worshippers at the place of worship. The worshipper may be the child or one or more parents/carers.

Note: *A regular worshipper is one who attends worship at least once a month for the last two years preceding the closing date for applications².*

Category 3 (Those children of BYA staff who have shown their commitment to the church Academy ethos by working at the Academy for two years or more at the time at which the application is made)

If there are more applications than places available in any of the above categories, then the remaining places will be offered in accordance with the Tie Breakers set out below.

Tie Breakers for Foundation Places

In all cases, where two or more children have equal priority, remaining places will be allocated using up to three tie breaks which will be applied in the following order:

- 1 To the children where the child and/or one or more parent(s)/carer(s) live(s) and worship(s) within the areas of the Allerton and Whitkirk Deaneries (please see Appendix E for a map showing the Deaneries).
- 2 To the children who live nearest to BYA, as measured by a straight line from the main Academy building to the child's home/primary address, using the information supplied for this purpose by the local authority from the National School Admission System. Further details on the straight line distance system can be found within the local authority's Admission Policy available from: www.leeds.gov.uk/residents/Pages/Determined-admissions-arrangements.aspx
- 3 Where there are two or more applicants living equidistant from BYA the remaining places will be allocated by the drawing of lots.

Any unfilled Foundation places will be added to the Community places.

Supplementary Information Forms

Applications for places within the 'Foundation Places' category should be supported by the Supplementary Information Form (Appendix A) and the Vicar/Minister/Faith Leader's Confidential Reference Form (Appendix B) completed by the relevant Vicar/Minister/Faith Leader.

The forms are published below as Appendix A and Appendix B and can be obtained from BYA and also from the Local Authority. The completed Supplementary Information Forms (SIF) should be returned to BYA by 31 October 2020.

It is a parental responsibility to ensure that the SIF and the Confidential Reference form are returned to BYA.

Section 3: Community Places

Up to 50% of the remaining places will be allocated in the following order:

- 1 Those children whose permanent address is inside the local authority's Priority Admission Area⁴ for BYA and have a brother or sister³ already attending BYA who will be continuing at BYA in Years 8-11 in September 2021.
- 2 Those children whose permanent address is inside the local authority's Priority Admission Area⁴ for BYA.
- 3 Those children whose permanent address is outside the local authority's Priority Admission Area⁴ for BYA and have a brother or sister³ already attending BYA and who will be continuing at BYA in Year 8-11 in September 2021.
- 4 Any other children.

If there are more applications than places available in any of the above categories, then the remaining places will be offered in accordance with the Tie breakers set out below.

Tie Breakers for Community Places

In all cases, where two or more children have equal priority, remaining places will be allocated using up to two tie breaks which will be applied in the following order:

- 1 To the children who live nearest BYA, as measured by a straight line from the main Academy building to the child's home/primary address, using the information supplied for this purpose by the local authority from the National School Admission System. Further details on the straight line distance system can be found within the local authority's admission policy available from: www.leeds.gov.uk/residents/Pages/Determined-admissions-arrangements.aspx
- 2 Where there are two or more applicants living equidistant from BYA the remaining places will be allocated by the drawing of lots.

Any unfilled Community places will be added to the Foundation places.

Footnotes

- 1 Christian Church means the Church of England and any Churches affiliated to Churches Together in Britain and Ireland or a church which is in full sympathy with its Trinitarian stance (See Appendix C)
- 2 Two years in this Policy means that if a child or parent/carer has moved place of worship within the two years the previous place of worship can be used but this must be evidenced by the appropriate Minister's Confidential Reference.
- 3 Brother or sister in this Policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.
- 4 Priority Admission Area in this policy is defined by the area shown by the map attached at the end of this policy (Appendix D) and is also on the Leeds website. Please contact School Admissions Service Team on 0113 224 3433 for detailed information.

Please Note: It is the parents' responsibility to ensure that the Supplementary Form is submitted to the Academy, failure to do this will result in the application being ranked within 'Community Places' section.

Late applications

Late applications will be administered in accordance with the Leeds City Council coordination scheme.

Right of appeal

Unsuccessful applicants have the right of appeal to an independent appeals panel. Appeal forms are available from the Academy or by contacting the Admission Appeal Clerk, PO Box 1694, Huddersfield, HD1 9DL, telephone: 07949 767 868, email: churchschoolappeals@gmail.com. Appeals should be made in writing within 21 school days of receipt of the letter and sent to the address on the form.

Children educated outside of their chronological age group

Parents/carers are entitled to request a place for their child outside of their normal (chronological) age group. Parents/carers should submit a letter along with any supporting evidence to the Principal if they wish to request admission out of a normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of the parents' views, the child's academic, social and emotional development, the view of the Academy Principal, whether the child has previously been educated outside of their normal age group, whether the child may naturally have fallen into a lower age group if it were not for being born prematurely, and, where relevant, the child's medical history and the views of medical professionals.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the

basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Waiting list

Applicants who exercise their right to appeal will be added to the waiting list. Names will be placed on the list in the order of the oversubscription criteria, not in the order of them being added to the list. All waiting lists will be ranked when new applicants have been added ahead of any allocations being made. We will write to all applicants on the waiting list twice per year to ask if they wish to stay on the list from the end of the autumn term; those that do not reply will be removed. Applicants who respond to the letter issued during the summer term will be added to the waiting list for the following school year, subject to a new in-year common preference being completed.

In Year Admissions

Forms can be obtained from the Academy office for admissions outside the normal admission round (telephone 0113 273 9100 or email info@bishopyoungacademy.co.uk). All requests will be considered by the Governors. Upon receipt of the completed In Year Common Preference Form and the Supplementary Information Form, the Governors will inform parents/carers whether or not a place can be offered. We will attempt to inform parents/carers in writing of the outcome within 5 school days, however this is subject to receiving verification from the place of worship (where applicable).

Fair Access Protocol

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access protocol can be found at www.leeds.gov.uk/admissions

Appendix A

BYA SUPPLEMENTARY INFORMATION FORM: APPLICATION FOR A FOUNDATION PLACE

Please read the Admissions Policy before completing this form

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Date Received [for office use only]

Section 1 CHILD:

First name(s)

Last name

Date of Birth

Parent(s)/guardian(s) name(s)

Permanent Address

Postcode:

Tel:

Email Address:

Section 2

BROTHERS OR SISTERS AT SCHOOL *This section should be completed if applicable*

Will the child have a brother or sister* at BYA who will be continuing at the Academy in the year for which the applicant will be admitted? **Yes/No**

* Brother or sister in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.

Name(s)

Form(s)

Section 3

LINKS WITH CHURCH/PLACE OF WORSHIP *This section should be completed if applicable*

Your/your child's religious denomination/faith: Your Church's/Place of Worship's name:

Are you / your child a frequent* worshipper at the above church / place of worship? **Yes/No**

Are you / your child a regular* worshipped at the above church / place of worship? **Yes/No**

*for the meanings of frequent/regular please see the oversubscription criteria within the Admissions Policy

CHURCH REFERENCE

Name of Vicar/Priest/Minister/Faith Leader

Address

Postcode

Tel No:

Email

It is essential that you tell this person that you have given his/her name as a referee and ask him/her to submit the confidential reference direct to the address below. Please provide a church/place of worship email address where possible (email addresses that are not published on the Church/Place of Worship website or do not contain the Church/Place of Worship name will not be accepted)

LINKS WITH ACADEMY *(Only for staff members who have worked at BYA for two or more years)*

Date when present employment commenced _____

I apply for my child to be admitted to BYA

Signed (Parent/Carer)

Date: (Year)

Completed forms must be sent to: **The Principal, BYA, Bishops Way, Leeds LS14 6NU**

Appendix B

MINISTER'S CONFIDENTIAL REFERENCE FOR A FOUNDATION PLACE AT BYA

NOTES TO MINISTER – PLEASE READ BEFORE COMPLETING FORM

- 1 'Worship' can mean weekday activities at your church that include an element of worship.
- 2 The frequency of worship should be determined over a two-year period preceding the closing date for application. If the applicants are new to the area, applicants will also need to contact the Minister of their previous church/place of worship who will also need to fill in a Confidential Reference
- 3 In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

CHILD:

Parent(s)/Guardian(s)' name(s):

Ministers, Vicars, Priests - please tick the appropriate boxes after reading the notes above

I can confirm that....

Section 2(a) – The child or one or more parent(s)/carer(s) [*delete which is not applicable*] is a 'frequent worshipper' at my church/place of worship ie worships at least twice a month or more frequently for the last 2 years **Yes/No**

Section 2(b) – The child or one or more parent(s)/carer(s) [*delete which is not applicable*] is a 'regular but not frequent worshipper' at my church/place of worship i.e. worships at least monthly for the last 2 years **Yes/No**

If the child and parent(s)/carer(s) are unknown to you, or do not meet any of the above criteria, please tick the box

Signed:

Vicar/Minister/Priest/ Faith

Leader of: Date:

Please return this form to: **The Principal, BYA, Bishops Way, Leeds LS14 6NU**

THANK YOU FOR YOUR KIND ASSISTANCE

Appendix C

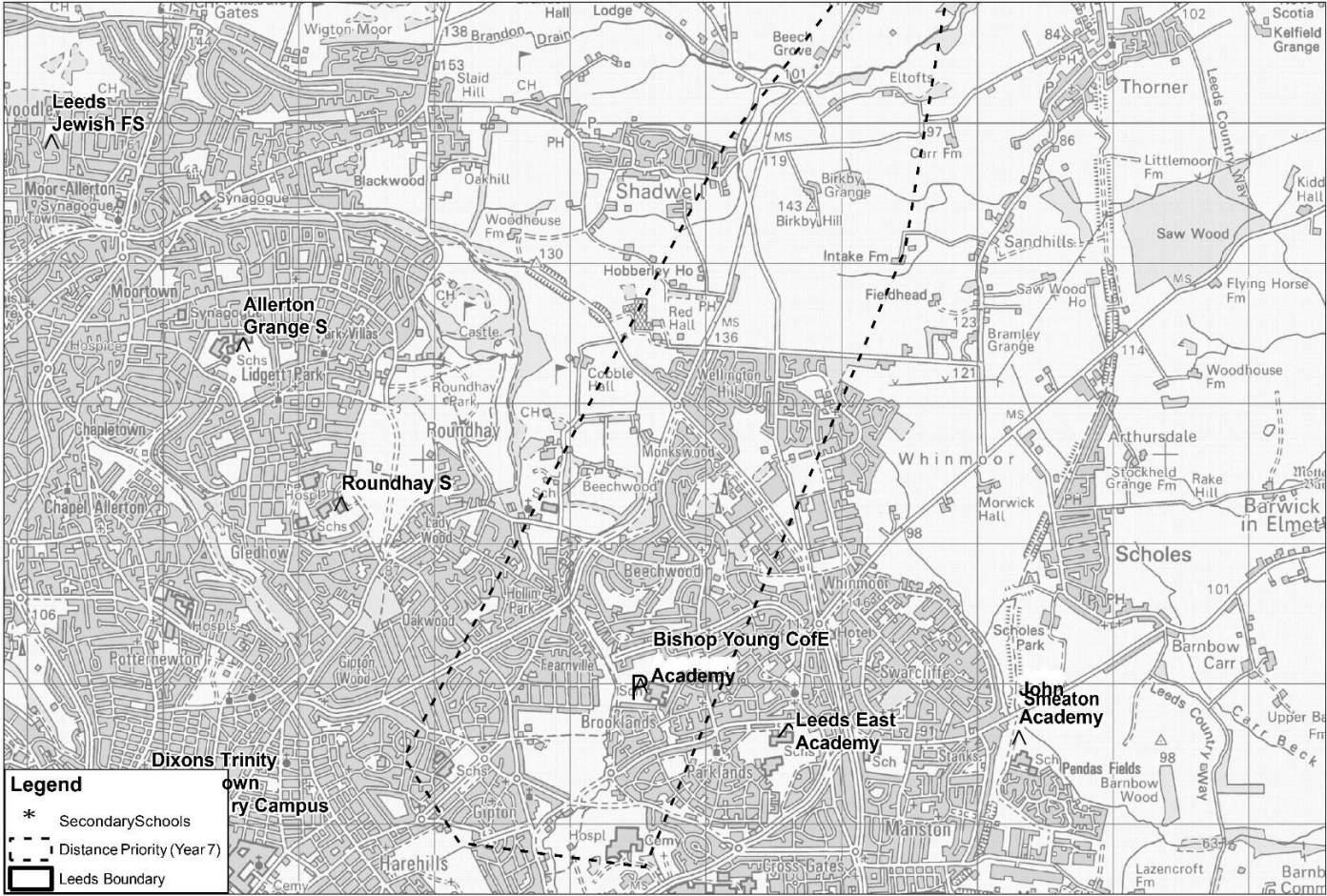
ADMISSIONS POLICY – SECTION 2 FOUNDATION PLACES – ‘CHURCHES TOGETHER IN BRITAIN AND IRELAND’

For contact details, see the Churches Together in Britain and Ireland website: <https://ctbi.org.uk/>

*Please note that, when applying the admissions criteria, the Governors will regard any branch of the Christian Church that is not a full member of Churches Together in Britain and Ireland but which is in full sympathy with its Trinitarian stance as being affiliated. If in doubt, please consult one of your church leaders.

Appendix D

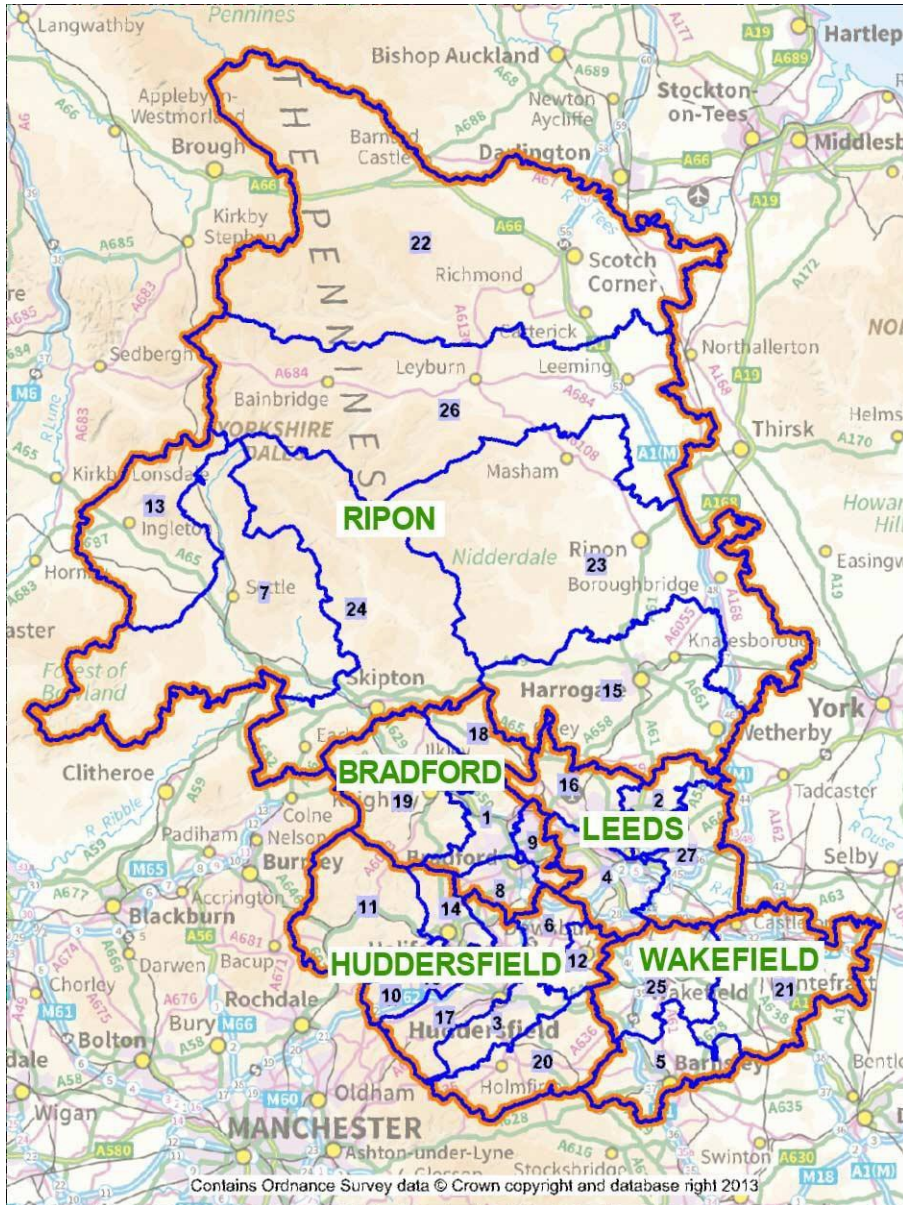
BISHOP YOUNG ACADEMY (4076) PRIORITY 4 AREA MAP



(c) Crown Copyright and database right 2018 Ordnance Survey 1A100019567
This map is an output from the School Admissions Service Cut-off Mapping Tool Developed by LCC Children's Performance Service
Please contact the School Admissions Service Team on 0113 224 3433 for further information
Friday 27th July, 2018
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Appendix E

MAP OF LEEDS EPISCOPAL AREA SHOWING DEANERIES



Key:

- | | |
|----|----------|
| 2 | Allerton |
| 27 | Whitkirk |

<http://www.westyorkshiredales.anglican.org/content/maps-and-information-about-deaneries-and-parishes>