

Admissions Procedures and Policy 2010

Crompton House C of E School

Introduction

- Crompton House Church of England Voluntary Aided School is one of the bigger faith schools in the Metropolitan Borough of Oldham. The Governors, Head Teacher and staff are committed to providing an education for boys and girls, which combines the best aspects of church school life with the benefits of strong links with the local and regional community.
- **The School has a clear ethos based on Christian values.** Worship takes place regularly at the school, including Holy Communion, this is offered to all pupils including a daily morning prayer and concluding the day with The Grace. Similarly all pupils will study Religious Studies to **KS4**. The School upholds traditional standards of excellence in academic, artistic and sporting life whilst seeking to prepare young people for life in the 21st century. The school has Arts College status and as a result all pupils are involved in a creative and performing arts option at KS3 with the opportunity to follow Arts based course at GCSE as well as a compulsory ICT GCSE which has a creative dimension.
- As a Voluntary Aided School, Crompton House C of E High School, provides education during the school day, free of charge, funded by the DFES and the Diocese of Manchester and enjoys additional funding owing to its designation as a Leading Edge School (working collaboratively with others) and a Specialist Arts School as part of the Specialist Schools and Academies Trust.
- Pupils are admitted to the school in accordance with the oversubscription Admissions Policy. Please note that there is a different Admissions Policy for entry into the school's Sixth Form.

Admission Policy 2010

Admission to Years 7 to 11

Children with statements of special educational needs take priority.

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

1. Children in public care (Looked after children).

2. Siblings. – brother or sister with one biological parent in common (unless by adoption) of a pupil who will be in attendance at Crompton House School at the date on which the youngest sibling starts at the school.

3. Faith - Churches Together in Britain and Ireland.*

15 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 a child has the same points score, the Governors will apply the distance criterion, with the student closest to the school being given a higher priority.*

4. Faith – Church of England

The remaining 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 a child has the same points score, the Governors will apply the distance criterion, with the student closest to the school being given a higher priority.*

5. In the event that there are remaining places, after the above criteria have been applied, the governing body will apply the distance criterion. See definitions in the guidance to parents/guardians.

*** See definitions in the guidance to parents/guardians.**

Sixth Form Admissions

The School has a Sixth Form capacity of 185 Y12 places. Admission to the Sixth Form is open to all students for whom the School can provide an appropriate course. Please see the Sixth Form Courses Booklet for the detailed requirements for admission including points scores required.

Application forms are available from the Admissions Officer at the school.

All applicants are asked to complete a personal statement and successful applicants are invited to a meeting at the School as early in the School year as possible. A report is also requested from the applicant's current school on GCSE estimates, suitability for proposed courses and contribution to the School.

In August, following publication of the GCSE results, an opportunity to gain further advice and to suggest alternative courses where needed will be made available to all applicants.

After entry, further advice is given and subject choices may be adjusted up until half term in Y12. No courses may be dropped during Y12.

In September, all students will participate in an induction programme to enable a contribution to all aspects of School life.

ADMISSION OF PUPILS TO CROMPTON HOUSE SCHOOL

In a Voluntary Aided School, the Governors are responsible for the admission of pupils. Each year 195 boys and girls are admitted into Year 7 at the age of 11. Parents who are considering making an application for their child to attend the school are welcome to visit our Open Day, this year it will be held on Tuesday 15th September 2009.

Applications are also considered from students who wish to continue their post-16 education in the Sixth Form. A Sixth Form prospectus and application form can be obtained from the school. For those students and their parents an Open Evening is held early in the autumn term.

Eligibility for Admission

All children of transfer age are eligible to apply for admission.

All children are admitted without reference to ability and aptitude except in the case of applicants to the Sixth Form who wish to take GCE Advanced-Level courses when a minimum standard set out in the Sixth Form Prospectus is expected.

Criteria for Admission to Year 7

In the event of the number of applicants exceeding the number of places available, having allocated places to students with statements of special educational needs, the over subscription policy will be applied. Children in public care (Looked after children) will have the highest priority followed by siblings. The remaining places will be prioritised on a faith basis. The sum of the points awarded in Part B of the supplementary form will be used by the Governors to prioritise, giving the child with the highest point's priority. In the event of there being no way of distinguishing between applicants, for example where a child has the same points score, the Governors will apply the distance criterion,* with the student closest to the school being given a higher priority. In the event that there are remaining places, after the above criteria have been applied, the governing body will apply the distance criterion.*

In exceptional circumstances the Governors reserve the right to give a higher priority than a faith basis to children for social or medical reasons. The parents or guardians must present to the Governors relevant up-to-date substantial 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.

Right of Appeal

In the event of parents being refused a place for their child, they have the right of appeal against the decision; this also applies to decisions refusing them access to the sixth form, 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.

*** See definitions in the guidance to parents/guardians.**

Changes to Admissions Criteria

The School will agree any changes to its admission arrangements with the Secretary of State for Education, the Local Authority and the Diocese and will review its Admissions Policy annually.

Supplementary Forms

Supplementary forms for entry into Year 7 are available from the school from Monday 7th September 2009 and returnable to the school no later than Thursday 22nd October 2009. **The forms can be obtained by phoning / writing to the admissions officer or by collection from the schools reception.**

Please Note: Supplementary Forms will only be sent by post if a SAE is provided. This should be a large envelope with a large letter stamp.

Successful applicants will be informed by Oldham Local Authority.

Supplementary forms for entry to other years are obtainable from the school at any time.

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 inline 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 your child various religious activities including religious teaching.

Name of Child: Surname _____

Christian Name(s) _____

**CROMPTON HOUSE
CHURCH OF ENGLAND SCHOOL**

SUPPLEMENTARY FORM - ADMISSION 2010

REFERENCE NO: _____

Please quote this number in all correspondence

PART A

Completing this form does not guarantee that a place will be available.

PART A is to be completed by the Parent and **PART B** by a member of the clergy and countersigned by the Parents or Legal Guardians

**Cross out as appropriate where this symbol appears*

Surname of Child _____

Christian Name(s) _____

Date of Birth: _____

Address: _____

Post Code _____ Tel No. _____

Mobile No. _____

Church Attended & Denomination:

*Name(s) of Parent(s)
or Legal Guardian(s):

Will there be a sibling present at Crompton House School in September 2010. * Yes / No
If yes state the Name(s) of the sibling (s) and relevant year group that he/she will be attending
in September 2010

PART B
(Please see Notes for Guidance)
CLERGY COMMENTS TO THE GOVERNORS

Information contained in this Eligibility Form is used by the Governors' Admissions and Student Support Sub-Committee as the basis for prioritisation of pupils if the number of applicants exceeds the number of places available.

To avoid possible difficulties, please discuss the details with the parent(s) or guardian(s) before final completion.

Please tick the most appropriate answer in each case.

1. For how long has the child attended your Church or Sunday school? Yes/No *(Max 20 points)*

Up to 2 Years	2 to 3 years	3 to 4 years	4 to 5 years	More than 5 years
4 points	8 points	12 points	16 points	20 points

2. What has been the average cycle of the Childs attendance per year? *(Max 20 points)*

Fewer than 12 times	12 to 23 times	24 to 35 times	36 times or more
8 points	12 points	16 points	20 points

3. Does either a parent or guardian attend your Church? Yes/No *(Max 20 points)*

Up to 2 Years	2 to 3 years	3 to 4 years	4 to 5 years	More than 5 years
4 points	8 points	12 points	16 points	20 points

4. For how long has the parent or guardian attend your Church? *(Max 20 points)*

Fewer than 12 times	12 to 23 times	24 to 35 times	36 times or more
8 points	12 points	16 points	20 points

Total Points Awarded

--

Signed _____ Parish Priest/Minister

Address _____

Telephone No: _____

Church

Denomination

Please Note: Before signing, ensure you read and understand all sections of the supplementary form including those titled “*Guidance to Parents / Guardians*” and “*Guidance for Clergy*”.

I have seen and agreed the details given.

Signed _____ Date _____

Parent/Guardian

It is the parent(s) / guardian(s) responsibility, when Part B has been completed, to send the form to:-

The Admissions Officer, Crompton House School, Rochdale Road, Shaw, Oldham OL2 7HS, to reach us by THURSDAY 22ND OCTOBER 2009.

GUIDANCE TO PARENTS/GUARDIANS

1. The completion and return of both parts of the supplementary form is the responsibility of the parent/guardian.
2. If you are applying under the sibling criteria, criterion 2, only part 'A' of the supplementary form is required.
3. Once Part A is completed by the parent/guardian, and Part B by the Parish Priest/ Minister, the full pack intact is then returned to the school by the deadline.
4. It is recommended, in order to foster a full and open dialogue between the family and the Parish Priest/Minister that they work together.
5. It is recommended that applicants allow the Parish Priest/Minister one month to complete Part B as a large number of forms may need to be researched and completed.
6. Retain a copy of the guidance documents for your records.
7. An additional copy of Part B must be attached from your previous Parish Priest or Minister or Church Officer if either you or child has moved church in the last five years. Please requested an original copy of Part B from the school as photocopies can not be accepted
8. You may wish to use "RECORDED DELIVERY" to ensure safe receipt of your supplementary form. Acknowledgement of receipt of Supplementary Form will only be sent on receipt of a stamped addressed envelope.
9. 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.

Definitions

Sibling

A sibling – 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.

Distance

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

Distance Tie Breaker

In the event of there being no way of distinguishing between applicants, for example where a child has the same points score, the Governors will apply the distance criterion, with the student closest to the school being given a higher priority.

Churches Together in Britain and Ireland.

Under criterion 3 of the admissions policy, 15 places will be offered to children from churches together in Britain and Ireland as advised in The Diocese Admissions Guidance to Secondary Schools 2007. For eligibility the church / denomination should be listed as member churches of Churches Together in Britain and Ireland (www.ctbi.org.uk).

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 in public care (Looked after children)

Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.

Statement of Special Educational Need (SEN)

A legal document issued by the local authority specifying the particular needs, resources and provision required to support the child, and can include a named school that is suitable for providing education for that child.

GUIDANCE FOR CLERGY

We are grateful for the time taken to support families who are enquiring about the eligibility of their child to come to Crompton House. This support is vital in ensuring the fairness of the admissions procedure since demand for places significantly outweighs supply. Clergy 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. This is reflected in the number of points accruing from your part of the form.

The completed form should be discussed with parents or 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 Parish Priests/Ministers to support appeals.

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

Mrs E. Tough
Head Teacher

Mr. L. Ashton
Chair of Governors