

Admissions Policy for 2015-2016

- 1 The Deanery C.E. High School is a Church of England High School. Because of this:
 - the Governors decide the school's Admissions Policy, and
 - the Governors decide who is offered a place at the school.In addition, the Local Authority co-ordinates Admissions across Wigan.
- 2 Normally, children start at The Deanery in the September of Year 7 and the September of Year 12. Children can start in other year-groups or at other times of the year; these are called "in-year" admissions (see below).
- 3 For September 2015, there are 250 places for Year 7 children.
 - If 250 children (or less) apply to The Deanery, all will be offered a place.
 - If more than 250 children apply, places will be offered in the following order. Places will be offered to:
 - a) children with a Statement of Special Education Needs, as long as the Statement names The Deanery as the pupil's school; then
 - b) children in Public Care, including previously looked after children (i.e. children who were looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order - applications in this category must be supported with appropriate evidence, i.e. a copy of the adoption order, residence order or special guardianship order); then
 - c) children with special medical or social needs where those needs can best be met at The Deanery CE High School, as long as evidence from a suitably qualified professional (eg a doctor or a social worker) is given to the school. This evidence must set out the reasons why The Deanery is the school most suited to meet the child's needs; then
 - d) children who will have an older brother or sister at The Deanery in Years 8, 9, 10 or 11 in September 2015; then
 - e) children who are regular worshippers at a Christian church, as long as this is confirmed by the church leader (such as the priest); then
 - f) children who are active members of another World Faith community, as long as this is confirmed by the community's leader (for example, the imam); then
 - g) children who express a preference for a place at the school on their Local Authority form.
- 4 **Distance Tie-Break**

Within each group **A** to **G** above, children who live nearer the school will be offered a place first. The distance will be measured in a straight line from the child's home address to the school's Pupil Entrance, using a Geographical Information System. Occasionally the distance from home to school is the same for more than one child

(e.g. if two children live in the same block of flats). In these cases, the Local Authority will prioritise these children on a random basis.

When parents apply for a place, they must give the correct permanent address. This is where the child and parent, or person with care of the child, or the person with parental responsibility, normally live. If the child's parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit to determine this. We may carry out checks to confirm that addresses are genuine. We may ask to see two forms of evidence of a child's permanent address at the closing date for applications such as:

- where the registration for council tax is held, and/or
- a utility bill which can be gas, electricity or water

Any evidence provided must establish that the parent or main carer lived at this address at the closing date for applications. If there is a temporary change of address, for example, if someone has gone to live with a relative etc, this address cannot be used. When considering a child's application, we use the permanent home address we have on file at the closing date for applications.

5 Brothers and Sisters

In category **D**, we mention "*an older brother or sister*". In line with the Local Authority definition, we will count

- brothers and sisters;
- half-brothers and half-sisters;
- stepbrothers and stepsisters; and
- foster brothers and foster sisters

who live at the same address as part of the same family unit as "*an older brother or sister*".

6 Christian Churches

In Category **E**, we mention "*regular worshippers at a Christian Church*". "*Regular worshippers*" means any child who has attended a church service, or a youth activity organised by church (such as Sunday School), at least 12 times in the 12 months before the application is made. A Christian Church is any church in membership of, or sharing the statement of belief ('the Basis'), of Churches Together in England. Children will only be offered a place as a "*regular worshipper*" if the church leader (for example, the priest, minister or vicar) signs the Local Authority or supplementary form to confirm the child's Church attendance.

7 Other World Faiths

In Category **F**, we mention "*another World Faith*". This means any recognised world-wide religion, such as:

- Buddhism
- Hinduism
- Judaism
- Islam
- Sikhism
- Mormonism, Jehovah's Witnesses, etc.

This is not an exclusive list. Children will only be offered a place as an “*active member of another World Faith community*” if the community’s leader (such as an imam or rabbi) signs the Local Authority or supplementary form to confirm the child’s active membership of the faith community concerned.

8 Applications from twins, triplets etc.

If a twin or triplet etc. is offered a place at The Deanery, then the other twin, triplet(s) etc. will also be offered a place. Very occasionally this may result in more than 250 places being offered.

9 Late Applications

Late applications, received after the closing date of 31st October 2014, will only be considered after those received by the closing date. The only exception to this is applications for Looked After Children that are received by 30th November will be included with on time applications.

10 In-year Admissions

Children can apply for a place The Deanery outside the normal round of Admissions.

- If there is at least one place available in a year-group, the child will be admitted.
- If there are more applicants than places, the Governors will apply the categories listed above to establish which child(ren) will be admitted.

If there are no places available the child will not be admitted and the parents will be advised of their right of appeal.

11 Unsuccessful Applications

All unsuccessful applicants will be offered a chance to appeal. The Appeal is heard by a panel independent of the school.

Unsuccessful applications for the normal round of admissions into Year 7 will be held in a waiting-list. The waiting-list is kept in categories using the same criteria described above. In the event of a place becoming available, the Admissions process will be run again to determine which applicant is offered a place. The waiting-list for the normal round of admissions will be maintained until the Christmas of Year 7. No waiting-list will be kept for any other year-group.

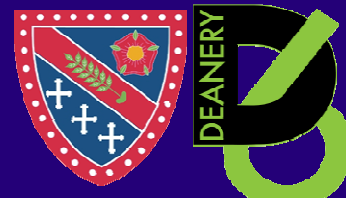
12 Sixth Form Admissions

Each year up to 200 students are admitted to Year 12 at the age of 16, up to 80 of who may be external applicants. Any Looked-After Child who meets the admissions criteria for the courses they have chosen will automatically be offered a place. The remaining places will be awarded on the basis of academic suitability for the courses that will run, using criteria that will be published in the Sixth Form Prospectus, and measured in the first instance by GCSE results. GCSE results will be used as an over-subscription criterion should this prove necessary; children with the best average GCSE grade will be admitted.

*The Governors
The Deanery C.E. High School
September 2013*

The Deanery

Frog Lane, Wigan, WN1 1HQ



SUPPLEMENTARY FORM: MEDICAL/SOCIAL NEED

CATEGORY M: As stated in our Admissions Policy, **Medical/Social** applicants must demonstrate that *The Deanery High School is the only or best placed school to meet their needs. This form should be completed by a qualified professional such as a social worker or doctor.* A place will not be awarded under this category (under any circumstances) unless it is supported by such a reference.

Name of child: _____

Date of birth: _____

1 Please describe the nature of this family's circumstances. (Please note that circumstances affecting either the child or the wider family could be germane to a Medical/Social application).

Please continue on a separate sheet if necessary

2 Please set out the particular reasons why The Deanery High School is suitable for this child:

Please continue on a separate sheet if necessary

3 Please outline the difficulties that would be caused if this child had to attend another school:

Please continue on a separate sheet if necessary

4 Please tick the appropriate box. (We appreciate it may be difficult for you to make this assessment but, under the terms of our Admissions Policy, we cannot offer a place unless one box below is ticked).

- * In my professional opinion, The Deanery High School is **the only school** that could meet this child's needs.
- * In my professional opinion, other school(s) could meet this child's needs, but The Deanery High School is **the best-placed school** to do so.
- * In my professional opinion, several schools could meet this child's needs, and The Deanery High School is one of these.

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Signed: _____

Date: _____

Full Name: _____

Position held: _____

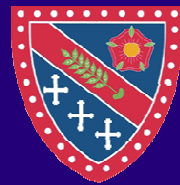
Name of Organisation: _____

Address: _____

Post Code: _____

Tel no: _____

Thank you for your help. Should you have any questions about this form, or about provision at our school (in order to answer question **4**), please do not hesitate to ring Mrs T Wogan on 01942 486301.



SUPPLEMENTARY FORM: CHRISTIAN CHURCH

Name of child: _____

Address: _____

Parent/Guardian: _____

Please return this supplementary form to the school by 31st October 2014.

For applications to be considered under the 'Christian' category, governors ask for confirmation of "*regular worshippers at a Christian Church*". "*Regular worshippers*" means any child who has attended a church service, or a youth activity organised by church (such as Sunday School), at least 12 times in the 12 months before the application is made. A Christian Church is any church in membership of, or sharing the statement of belief ('the Basis'), of Churches Together in England. Children will only be offered a place as a "*regular worshipper*" if the church leader (for example, the priest, minister or vicar) signs the Local Authority or supplementary form to confirm the child's Church attendance.

I confirm that the above named child has attended a church service, or a youth activity organised by church (such as Sunday School) at least 12 times in the preceeding 12 months.

Signed: _____

Name: _____

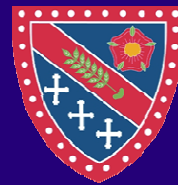
Position: _____

Date: _____



The Deanery

Frog Lane, Wigan, WN1 1HQ



SUPPLEMENTARY FORM: OTHER WORLD FAITHS

Name of child: _____

Address: _____

Parent/Guardian: _____

Please return this supplementary form to the school by 31st October 2014.

For applications to be considered under the 'Other World Faith' category, governors ask for confirmation of "*active member of another World Faith community*". This means any recognised world-wide religion, such as:

- Buddhism
- Hinduism
- Judaism
- Islam
- Sikhism
- Mormonism, Jehovah's Witnesses, etc.

This is not an exclusive list. Children will only be offered a place as an "*active member of another World Faith community*" if the community's leader (such as an imam or rabbi) signs the Local Authority or supplementary form to confirm the child's active membership of the faith community concerned.

I confirm that the above named child is an active member of our faith community.

Signed: _____

Name: _____

Position: _____

Date: _____