

**The Archbishop's School**

# **Admissions Policy**

*Revised October 2019*

*To be reviewed October 2020*

**The Archbishop's School  
St. Stephen's Hill  
CANTERBURY  
Kent  
CT2 7AP  
01227 765805**

### **CURRENT ADMISSION CRITERIA**

Applications are welcomed from all those who share, support and uphold our ethos and principles. The published Admission number for each year group is 140. In the event that we have more applicants than places available, pupils will be ranked according to the following criteria:

#### **Oversubscription Criteria**

Throughout these criteria, the following definitions apply.

- Sibling means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
- Distance from the pupil's home to the school is measured between the pupil's permanent address and the school measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the local authority.
- If the number of preferences for the school is more than the number of places available, places will be allocated in the following priority order:
- Category A places will be offered first, followed by the reserved places. All other places will be offered according to the criteria B – G.

#### **Highest priority will be given to:**

Before the application of oversubscription criteria, children with a **statement of special educational need or Education (SSEN), Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly

- a) 1. Children in Local Authority Care including previously Looked After Children, (Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order) being a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with the parents/carers/legal guardians (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act.

- b) Children from Anglican families, or churches belonging to *Churches Together* in England and Wales, at the heart of the church. The definition of this is one or both parents/carers/legal guardians and/or the child worshipping regularly at a church (by which is meant at least **three times per month on average**) and who have done so for at least **two** years up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at the school will be ranked above those without a sibling at the school and then within each group (those with a sibling and those without a sibling at the school) applicants will be ranked by distance from home to the school.
  
- c) Children from Anglican families, or churches belonging to *Churches Together* in England and Wales, attached to the church. The definition of this is one or both parents/carers/ legal guardians /or the child worshipping at a church **at least once per month on average** and who have done so for at least **two** years up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at the school will be ranked above those without a sibling at the school and then within each group (those with a sibling and those without a sibling at the school) applicants will be ranked by distance from home to the school.
  
- d) Children from Anglican families, or churches belonging to *Churches Together* in England and Wales, who are known to the church. The definition of this is one or both parents/carers/legal guardians and/or the child **worshipping at a church on an occasional basis, less frequently than once per month, but at least three times per year** and who have done so for at least **two** up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at the school will be ranked above those without a sibling at the school and then within each group (those with a sibling and those without a sibling at the school) applicants will be ranked by distance from home to the school.
  
- e) Any remaining places will be offered to those who have not fulfilled one of the above criteria will be offered taking account of the distance of the pupil's home from home to the school.

## **RESERVED PLACES**

**Academic ability and aptitude.** Up to 15% of places will be offered based on general academic ability or aptitude as measured by a competitive entrance test. The places will be allocated to the highest performing students in this test.

### **Children from non-Christian faith backgrounds**

Up to 5% of student offers will be made for children from non-Christian faith backgrounds who wish their child to benefit from a Church of England education. To be considered for one of these places they will require a reference from their local religious leader stating that they are observant members of their faith and that they

worship publically with their faith on a regular basis according to the norms and customs of that faith. If more than 5 applications are received, those with siblings at the school will be given priority, with both groups (those with siblings and those without) ranked by distance from the pupil's home to the school.

### **Mid-Year Entry**

Applicants who wish to apply for a place outside of the normal admissions round should contact the Local Authority in the first instance. The Published Admissions Number and over-subscription criteria apply as above. In the event of the year group being oversubscribed, a waiting list will be held, ranked according to the over-subscription criteria.

Admissions for pupils outside of the normal age group.

Places are not given to pupils outside of the normal age, other than in exceptional circumstances and at the discretion of the headteacher.

### **Appeals**

Parents have a statutory right of appeal, should an application be refused, by contacting the Local Authority. For advice and guidance, you can contact the school's Admissions Secretary, Mrs Pam Hart, at the school address or telephone number or by email on [pamhart@archbishops.kent.sch.uk](mailto:pamhart@archbishops.kent.sch.uk)

An independent panel will be arranged by the Local Authority to hear your case.

### **ADMISSIONS TO THE SIXTH FORM**

All students in year 11 are eligible to apply for a place in the sixth form and priority will be given to existing students transferring from year 11. The PAN for external students is 20 but this figure may be exceeded in the event that this and the number of internal pupils transferring to year 12 is less than the overall figure for the year group, which is 140.

#### **The admission criteria are as follows:**

- A) The availability of a suitable course
- B) For admission to level 3 qualifications (AS/A2/BTec) 5 grade 4 or above Level 2 qualifications including English and mathematics
- C) Some courses have specific subject requirements, please see the Sixth Form prospectus for details