

## Deanery Church of England Academy

# Secondary Phase Admissions Policy 2023- 2024

### Introduction

This document sets out the admission arrangements of Deanery Church of England Academy. For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

### Ethos Statement

#### *Vision*

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

#### *Values*

DBAT cherishes the principle of family. We believe that pupils' needs are collectively met through collaboration, joint purpose and a strong Christian ethos which allows all children and staff to flourish. Christian values are central to all our work; generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance, justice, service and truthfulness.

### Introductory Statement

The Deanery CE Academy (DCEA) is an **11-18 Academy** with a faith designation and a Christian ethos that is distinctive and inclusive. DCEA is distinctive because all decisions about the Academy are taken through the lens of our Christian worldview. This means that we are also inclusive. We see everyone, students and staff alike, as people created by God who are to be valued equally and uniquely within our community.

### Admission Numbers

In 2023 DCEA has an admission number of **210** for entry in year 7.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places to all those who have applied.

### Application Process

1. Applications for admission to the Academy should be made using the Local Authority Common Application Form by the national closing date of **31<sup>st</sup> October 2023**.
2. The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **1<sup>st</sup> March 2024** or the next working day.
3. The Academy will admit any pupils with an Education, Health and Care plan naming the Academy. Priority will then be given to those children who meet the criteria set out below.
4. Those parents wishing to have their application considered under the Pupil Premium criterion or faith criterion must complete a **Supplementary Information Form (SIF)** which is included at the end of this document and is available on the Academy's website ([www.dcea.org.uk](http://www.dcea.org.uk)). This must be submitted by post **by the advertised closure**

**date** to the following address: Admissions, The Deanery CE Academy, Peglars Way, Wichelstowe, Swindon SN1 7DA.

## Oversubscription Criteria

### 1. *Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)*

A "Looked After Child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>91</sup> including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A "Looked After Child" (LAC) 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.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### 2. Children eligible for the pupil premium such that up to **21** children admitted are in receipt of the pupil premium. The distance tie break will be used when the number of pupils who are eligible for the pupil premium exceeds **21**.

Children eligible for the pupil premium including the Service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

- a. Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and
- b. Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

### 3. Priority will next be given to 106 children living within the **priority area set** out in the map at the end of this policy in the order set out below. Children living on the boundary line will be considered to be living within the priority area.

- a. Any children registered as eligible for Pupil Premium who live within the priority area, but were not offered a place under criterion 2
- b. Siblings of pupils attending this school at the time of admission

- c. Other children living in the priority area.

4. **Siblings.**

Priority will next be given to other siblings of pupils attending the school at the time of entry to the school. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

5. **Children of Staff:**

Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at **Deanery CE Academy** and their employment contract must have been in place for two or more years at the time of admission.

or,

Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage will be considered. Their normal base of work must be at **Deanery CE Academy**

6. Remaining places will be allocated to Christian children prioritised in the following order:

- a. Those who are 'at the heart of the church'
- b. Those who are 'attached to the church'

'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at

[https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)

### **Establishing Faith**

'Faith' will be established by a Supplementary Information Form. Parents will be required to complete the Supplementary Information Form to provide evidence of eligibility with their application:

- An applicant "at the heart of the church" would be a regular worshipper who worships twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.

- An applicant “attached to the church” means an infrequent worshipper, i.e. who has worshipped less than twice a month or for less than two years prior to the date of application.

The usual period of time over which church attendance is considered is a minimum of two years. Where a family has recently moved into the area, worship at their previous church should be considered.

7. If any places still remain, they will be allocated to other children.

### *Tie-breaker*

1. Proximity to the Academy.

Proximity to the school with those living closest to the school having priority calculated by:

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant’s home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

- 2.

In the event that two or more children live at the same distance from the Academy (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

### **Late applications**

Applications received after the closing date and before the Admission Authority’s admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

## In-Year admissions

From time to time a place becomes available further up the Academy. The allocation of places is in accordance with the admissions criteria (below).

### Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. [An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.]

**The school is part of the Swindon Borough Council, in-year co-ordinated application scheme. Parents may apply via Swindon using the Local Authority Common Application Form.**

### Waiting Lists

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December 2023

This will be maintained by the individual Academy and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with **the oversubscription criteria**. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**The waiting list will be reordered in accordance with the following oversubscription criteria whenever anyone is added to or leaves it.**

### Admissions Criteria (In-year)

- Looked after children and children who were previously looked after.
- Children registered as eligible for free school meals (FSM) and children who have been registered as eligible for free school meals at any point in the last six years.
- Children living within the priority area set out in the map at the end of this policy.

- Siblings of pupils attending this school at the time of admission.
- Children of staff
- Christian children
- If any places still remain, they will be allocated to other children.

### Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Admissions at The Deanery CE Academy within **20 days** of the date of the letter refusing your child a place at the Academy for information on how to appeal.

Information on the timetable for the appeals process is on our website at [www.dcea.org.uk](http://www.dcea.org.uk)

### Address definition

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

### Enquiries

Should be to Admissions, Deanery CE Academy.

Diocese of Bristol Academies Trust, Kingfisher CE Academy, Peglars Way, Swindon, SN1 7DA  
01793 236611



<p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li>□ Greenfield</li> <li>□ Residential</li> <li>□ Commercial</li> <li>□ Industrial</li> <li>□ Public Open Space</li> <li>□ Water</li> <li>□ Woodland</li> <li>□ Other</li> <li>□ Existing Buildings</li> <li>□ Proposed Buildings</li> <li>□ Proposed Roads</li> <li>□ Proposed Paths</li> <li>□ Proposed Cycleways</li> <li>□ Proposed Utilities</li> <li>□ Proposed Landmarks</li> <li>□ Proposed Fences</li> <li>□ Proposed Gates</li> <li>□ Proposed Walls</li> <li>□ Proposed Paving</li> <li>□ Proposed Planting</li> <li>□ Proposed Landscaping</li> <li>□ Proposed Lighting</li> <li>□ Proposed Furniture</li> <li>□ Proposed Signage</li> <li>□ Proposed Artwork</li> <li>□ Proposed Other</li> </ul>	<p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li>□ Greenfield</li> <li>□ Residential</li> <li>□ Commercial</li> <li>□ Industrial</li> <li>□ Public Open Space</li> <li>□ Water</li> <li>□ Woodland</li> <li>□ Other</li> <li>□ Existing Buildings</li> <li>□ Proposed Buildings</li> <li>□ Proposed Roads</li> <li>□ Proposed Paths</li> <li>□ Proposed Cycleways</li> <li>□ Proposed Utilities</li> <li>□ Proposed Landmarks</li> <li>□ Proposed Fences</li> <li>□ Proposed Gates</li> <li>□ Proposed Walls</li> <li>□ Proposed Paving</li> <li>□ Proposed Planting</li> <li>□ Proposed Landscaping</li> <li>□ Proposed Lighting</li> <li>□ Proposed Furniture</li> <li>□ Proposed Signage</li> <li>□ Proposed Artwork</li> <li>□ Proposed Other</li> </ul>	<p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li>□ Greenfield</li> <li>□ Residential</li> <li>□ Commercial</li> <li>□ Industrial</li> <li>□ Public Open Space</li> <li>□ Water</li> <li>□ Woodland</li> <li>□ Other</li> <li>□ Existing Buildings</li> <li>□ Proposed Buildings</li> <li>□ Proposed Roads</li> <li>□ Proposed Paths</li> <li>□ Proposed Cycleways</li> <li>□ Proposed Utilities</li> <li>□ Proposed Landmarks</li> <li>□ Proposed Fences</li> <li>□ Proposed Gates</li> <li>□ Proposed Walls</li> <li>□ Proposed Paving</li> <li>□ Proposed Planting</li> <li>□ Proposed Landscaping</li> <li>□ Proposed Lighting</li> <li>□ Proposed Furniture</li> <li>□ Proposed Signage</li> <li>□ Proposed Artwork</li> <li>□ Proposed Other</li> </ul>	<p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li>□ Greenfield</li> <li>□ Residential</li> <li>□ Commercial</li> <li>□ Industrial</li> <li>□ Public Open Space</li> <li>□ Water</li> <li>□ Woodland</li> <li>□ Other</li> <li>□ Existing Buildings</li> <li>□ Proposed Buildings</li> <li>□ Proposed Roads</li> <li>□ Proposed Paths</li> <li>□ Proposed Cycleways</li> <li>□ Proposed Utilities</li> <li>□ Proposed Landmarks</li> <li>□ Proposed Fences</li> <li>□ Proposed Gates</li> <li>□ Proposed Walls</li> <li>□ Proposed Paving</li> <li>□ Proposed Planting</li> <li>□ Proposed Landscaping</li> <li>□ Proposed Lighting</li> <li>□ Proposed Furniture</li> <li>□ Proposed Signage</li> <li>□ Proposed Artwork</li> <li>□ Proposed Other</li> </ul>
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## School Admissions Supplementary Information Form A

**This application form should be used if you wish to apply for a place related to Faith and/or Pupil Premium.**

The supplementary information should be sent with your application and should be returned to **Deanery CE Academy**.

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

**PLEASE COMPLETE IN BLOCK CAPITALS**

### Supplementary Information Form

**This application form should be used if you wish to apply for a place related to the Pupil Premium, Service Premium and/or Faith.**

The application should be returned to **The Deanery CE Academy, Peglars Way, Wichelstowe, Swindon SN1 7DA** by the published application closure date for 2023.

**PLEASE COMPLETE IN BLOCK CAPITALS**

<b>Parent or Carer Details</b>			
Forename		Surname	
Relationship to the child			
Home Address			
Telephone number (Home)		Telephone (Mobile or Work)	
Email address			

<b>Child's Details</b>							
Legal Forename(s)		Legal Surname					
Date of Birth	D	D	M	M	Y	Y	
Current Home Address							

**Please complete**

Section A for Free School Meals Pupil Premium and/or

Section B for Faith

### Section A - Pupil Premium, Service Premium

Please tick which category applies to your child. The notes below explain what evidence you will need to provide.

Category 1	My child is entitled to be registered as eligible for free school meals	
Category 2	My child has been registered as eligible for free school meals within the past six years	
Category 3	My child is entitled to Service Premium funding	

#### Notes

##### Category 1

Children are likely to be eligible for free school meals if the parents receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who are paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Children are also likely to be eligible for free school meals if the parents receive any of the above benefits and the child is both:

- younger than the compulsory age for starting school
- in full-time education

Parents will be required to provide evidence of eligibility with their application and an offer of a place may be removed if obtained on the basis of incorrect information.

##### Category 2

You will be required to provide some evidence of your child's eligibility for free school meals within the last 6 years. This may be a letter from a previous school or your local authority confirming eligibility for free school meals or other evidence showing your child was registered as eligible for/ in receipt of free school meals.

##### Category 3

You will be required to provide some evidence of your child's eligibility to receive the Service primum grant. The following is indicative of the evidence required:

- Children whose parent(s) are serving in the regular UK armed forces,
- The children of regular armed forces personnel who were serving in the past 3 years,
- Children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

Covid- 19 - In the event that during the period specified for attendance at worship the church, 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 alternative premises have been available for public worship”.

<b>Section B - Faith</b>			
If you or your child regularly worship at a Christian Church please complete this section.			
Do you or your child regularly worship in an Anglican Church or any other Christian Church?			Yes/No
If yes, please enter the name and address of the Church:			
<b>Please ask the Religious leader of your place of worship to complete the section below</b>			
<b>Religious leader’s recommendation</b>			
To the best of my knowledge the above parent and/or child attends religious services at the Church named above.			
Please tick to identify whether they are either ‘at the heart of the church’ or ‘attached to the church’:			
<b>At the heart of the Church</b>		<b>Attached to the church</b>	
An applicant “at the heart of the church” would be a regular worshipper who worships twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.		An applicant “attached to the church” means an infrequent worshipper, i.e. who has worshipped less than twice a month or for less than two years prior to the date of application.	
If your child regularly worships at a Christian Church, please complete this section. ‘Christian church’ means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.			
An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.			
All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.			
For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance			



or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)

Please enter the name and address of the Church:

Signed (religious leader)	Date
Name (printed)	Position

**Declaration**

I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise the Diocese of Bristol Academies Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.

Signed (parent/carer)	Date
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