

## HARRIS SCHOOL

### ADMISSIONS POLICY FOR ENTRY FROM SEPTEMBER 2011

1. Applications for admission to the school are welcomed from children who wish to be educated in a Christian context. Applications from children of non-Christian background are welcomed with the expectation that they and their parents can respect the school's Christian ethos. The school caters for the whole mainstream ability range. Academic ability is not a pre-requisite for admission.

Children with a statement of Special Educational Needs naming the school will be admitted either at the normal point of entry in September or at other times during the year, even if the appropriate year group is full.

2. As a voluntary-aided Church of England School we do not operate a geographical priority area and the Governors are not obliged to accept pupils by virtue of their home address or proximity to the school.

As required by the School Admissions Code, the Governors consult on their admission arrangements every 3 years with Coventry Diocesan Board of Education, Warwickshire Local Authority, other local schools and relevant parents to draw up arrangements which are clear, objective and fair. Significant changes to the school's admission arrangements during that 3 year period may be made after the appropriate consultation process has been concluded.

3. Responsibility for determining admissions rests with the governors as the admission authority for the school. Parents wishing to express a preference for Harris when their children are due to transfer to secondary school will be able to do so using the common application form issued by the Local Authority.
4. The school uses the transfer system and dates recommended by Warwickshire Local Authority.
5. Late applications will be considered only after the applications received by the closing date.
6. The timetable for admissions in 2011 can be found in the Warwickshire booklet "Secondary Schools – Eastern Area". Copies are available from Warwickshire Admissions Service (01926 742037). This booklet contains the both the common application form and the Christian Minister's Reference form which is required for faith place applicants **only**. Both the booklet and the forms can also be downloaded at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)
7. Parents who do not accept in writing a place offered by the deadline given in the offer letter will have their place withdrawn. That place will then be allocated to a child on the waiting list.
8. Application for entry to Harris other than at the time of transfer to secondary school should be made via the Local Authority, which coordinates admissions throughout the year on behalf of the Governors. Parents refused a place for their child(ren) have a right of appeal against the governors' decision.
9. Children are normally admitted at the start of the school year in which they become 12, and remain until they are of the statutory school leaving age. Children will only be accepted into their age appropriate year group.
10. All applicants (except late applications) in the secondary transfer group will be considered at the same time, and if the number of applications is below the schools admission number of 182, all applicants will be accepted. In the event of over subscription, the Governors will award places using the criteria below in order of priority.

11. Out of the 182 places available, the Governing Body has designated 130 “Faith Places” (for practising Christians) and 52 “Local Places” for the local community (i.e. for those living closest to the school).

### **Faith Places**

The Governing Body has designated 130 places to be allocated to children of practising Christian families. If there are more than 130 applicants, places will be allocated according to the following criteria in order of priority:

1. “Looked After Children” in the care of a Local Authority (under section 22 of The Children Act 1989).
2. Children who are at the heart of a Christian Church who, at the time of admission, have a sibling in the school. (See note 1)
3. Children who are at the heart of a Christian Church. (See note 1)
4. Children who are attached to a Christian Church who, at the time of admission, have a sibling in the school. (See note 2)
5. Children who are attached to a Christian Church. (See note 2)
6. Children who are known to a Christian Church, who, at the time of admission, have a sibling in the school. (See note 3)
7. Children who are known to a Christian Church. (See note 3)

All admissions for Faith Places must be supported by a completed and signed Christian Minister’s Reference Form, in order for the correct priority to be attributed to the application (the form attached to this policy).

If there are fewer than 130 qualified applicants for Faith Places, any unfilled places will become additional Local Places. All applicants for Faith Places will also be considered for Local Places, and if they are successful in gaining a Faith Place, their name will be removed from the list of Local candidates.

### **Local Places**

The Governing Body has designated 52 places to be offered to local children whose families do not qualify for a Faith Place but who desire a Church School education and are willing to play a full part in the life of the school.

If there are more than 52 applicants, places will be allocated according to the following criteria in priority order:

1. “Looked After Children” in the care of the Local Authority (under section 22 of The Children Act 1989).
2. Children who, at the time of admission, have a sibling in school.
3. Other children.

## Admission Notes

1. In line with the advice from the National Society, a child is “at the heart of the Church” if they are, or one of their parents is, a regular worshipper, who worships twice a month. To accommodate difficult patterns of work and family relationships, account will be taken equally of attendance at weekday and Sunday acts of worship. (For clarification of ‘parent’ see note 8 below). The qualifying period for being “at the heart of the Church” is a minimum of two years. Only a signed Christian Minister’s Reference form (preferred) or letter will be accepted as evidence in order for the applicant to be offered a place under priority criteria 2 and 3.
2. In line with the advice from The National Society, a child is “attached to the Church” if they are, or one of their parents is, a regular but not frequent worshipper, who worships once a month at either a weekday or Sunday act of worship or attends a church activity (such as a Church Parade Service) which includes an element of worship. (For clarification of ‘parent’ see note 8 below). The qualifying period for being “attached to the Church” is two years. Only a signed Christian Minister’s Reference form or letter will be accepted as evidence in order for the applicant to be offered a place under priority criteria 4 and 5.
3. In line with the advice from The National Society, a child is “known to the Church” if they are, or one of their parents is, an occasional worshipper, who worships more than twice a year at either a weekday or Sunday act of worship or attends a church activity (such as a Church Parade Service) which includes an element of worship. (For clarification of ‘parent’ see note 8 below). The qualifying period for being “known to the Church” is two years. Only a signed Christian Minister’s Reference form or letter will be accepted as evidence in order for the applicant to be offered a place under priority criteria 6 and 7.
4. Priority within each criterion is given in order of straight line distance between the centre of the child’s home and the centre point (centroid) of the school. (All measurements are subject to pre-positional accuracy changes). Priority will go to those living nearest to the school. This applies equally to those living inside and outside the County boundary.
5. Sibling is defined as brother or sister (including half brother or half sister, adopted, step brother or step sister) living at the same home address as the child applying for the place. A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information. Where the final Faith or Local place is offered to one of twins or triplets etc., the parent(s) will have to decide which child, if any, takes up that final place.
6. Home address is defined as where a child normally resides/sleeps when attending school. Addresses involved in child minding arrangements (professional or with relatives) are excluded. Rented accommodation will not be considered as a home address unless there is clear evidence that the family have moved into the property. If a place is offered on the basis of an address, which is subsequently found to be different from the child’s normal home address, that offer is likely to be withdrawn.
7. Where a child lives with two parents in separate addresses, the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child’s main address for school admission purposes.
8. The definition of ‘Parent’ denotes any person with parental responsibility for the child concerned.
9. The definition of a Christian Church is any that is part of, or affiliated to, the Church of England, Roman Catholic Church, Evangelical Alliance, Fellowship of Independent Evangelical Churches, or other nationally recognised Christian bodies.

## **The Waiting List (Year 7 entry)**

Parents refused a place at Harris because of over-subscription can request a place on the waiting list (via Warwickshire Local Authority). This waiting list will exist only until the end of the Autumn Term 2011.

Vacancies occurring will be offered in the order of the published criteria for admission to Harris school.

The waiting list will be held in strict accordance with the admissions criteria priority order. If parents who have been offered a waiting list place do not accept it within 10 working days, that place will be offered to the next child on the waiting list.

The amount of time a child's name has been on the list is not relevant and parents should be aware that a child's position in the list can alter.

## **Applications other than at normal secondary transfer**

Other than for entry to Year 7 (transfer group) parents wishing admission to Harris School for their children should contact Warwickshire Local Authority, which coordinates admissions throughout the school year. Children will be admitted only to their chronological year group and only where the year group has fewer students than the planned admission number for that cohort, with the exception of statemented children and those permanently excluded from other schools (see below).

A waiting list for places in year groups other than the one for the Year 7 transfer group is held in strict oversubscription priority order until the end of the school year. The amount of time a child's name has been on the list is not relevant and parents should be aware that a child's position in the list can alter.

Governors are aware of their duty to work within Warwickshire Local Authority's Fair Access Protocol to ensure fair access to education for pupils in particular circumstances.

## **Permanently Excluded Students**

Pupils who are permanently excluded from school are referred to Area Behaviour Management Panels in order that consideration can be given as to the appropriateness of a return to mainstream school. On the recommendation of the Behaviour Management Panel, the school may offer places to previously excluded pupils even though the school is full in the year group.

## **Appeals Process**

Parents applying for places at Harris School have the right of appeal against any decision not to offer a place. Appeals forms are available from the school.

You should address your appeal, using the form provided, to the Clerk to the Independent Admission Appeal Panel, 1 Hill Top, Coventry CV1 5AB. The Independent Admission Appeal Panel is arranged by Coventry Diocesan Board of Education to hear appeals according to the Schools Admission Appeals Code of Practice.

If you require this policy in another language, on tape or in Braille please contact the school.



# HARRIS SCHOOL



**Christian Minister's Reference** in support of an application for a Faith Place at Harris School

**Name of Child:** .....

**Date of birth of child** ...../...../.....

How long has the child/family been known to your Church/place of worship:

Over 2 years

(please tick only one)

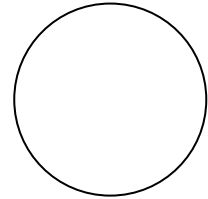
Less than 2 years

**EITHER**

I can confirm that the child named above is at the heart of this Christian Church (definition overleaf).

Name of Minister: .....  
(please print)

Church Stamp:  
(please stamp here)



Signature .....

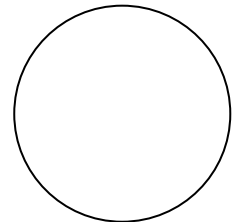
Name of Christian Church ..... Date .....

**OR**

I can confirm that the child named above is attached to this Christian Church (definition overleaf).

Name of Minister/Church Leader .....  
(please print)

Church Stamp:  
(please stamp here)



Signature .....

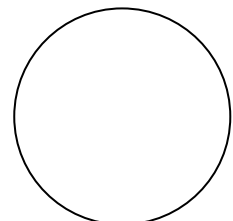
Name of place of worship ..... Date .....

**OR**

I can confirm that the child named above is known to this Christian Church (definition overleaf).

Name of Minister/Church Leader .....  
(please print)

Church Stamp:  
(please stamp here)



Signature .....

Name of place of worship ..... Date .....

**This form does not constitute an application for Harris, but is required if your application is for a Faith place under the school's admission policy. It should be returned at the same time as the Local Authority's Common Application Form but should be returned directly to Harris School by the date published in the Local Authority Booklet, to be considered as an "on time" application.**

**Parent's Signature** .....

**Date** .....

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