



THE ARCHBISHOP'S SCHOOL
CANTERBURY

Admissions Policy For Entry September 2025

Revised: **October 2023**

Date of next review: **November 2024**

Authorised by: **Mr D. Elliott**

Governing Body Ratified: **Full Governing Body**

Enter to Learn - Go Forth to Serve

Our Vision

'Together with God, we enable all to flourish and fulfil their potential. Within our inclusive and aspirational learning community, we nurture creativity and inspire minds to be ready for the next step.

Following the example of Jesus, we forgive, act wisely and treat all with dignity and respect, preparing our hearts and minds to be generous and compassionate pilgrims in the world.'

How is this policy a reflection of our vision?

Guided by our original Christian foundation and our distinctive Christian vision, The Archbishop's School community offers a warm welcome to everyone, treating each other with compassion, dignity and respect. We strive to provide clarity of information about what we offer, what is required of our students, and a timely response to all enquires and questions.

As a school strongly rooted in our Christian faith, we welcome applications from students and families of all faiths and none.

1 Legislation, statutory requirements, policy context and definitions

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code [School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/school-admissions-code--2)
- School Admission Appeals Code [School admissions appeals code - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/school-admissions-appeals-code)

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

1.1 Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked After Children and previously Looked After Children: A looked after child 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 means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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 home to school - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

1.2 Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Body every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

2 How to apply

For applications in the normal admissions round, parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). Parents/carers can use this form to express preference for a minimum of three state-funded schools, in rank order.

In addition to applying through the local authority, all applicants should complete a Supplementary Information Form, which can be found on the school's website or can be obtained from the Admissions Officer (admissions@archbishops.kent.sch.uk / 01227 765805). This should be returned to the school office prior to the national application closing date.

Parents/carers will receive an offer for a school place directly from their local authority.

3 Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

If you would like to request a place for your child outside of their normal age group, please put your request in writing to the Headteacher either by email admin@archbishops.kent.sch.uk or post (School Office, The Archbishop's School, St Stephen's Hill, Canterbury CT2 7AP) clearly stating the reasons for your request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 4. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

4 Allocation of places

4.1 Admission number

The school has an agreed admission number of 140 students for entry in Year 7.

The Published Admission Number (PAN) for each Year Group is 140.

The school will work with the local authority and governing body to review the Published Admission Number as and when required. Any review will take into account:

- The impact on the existing year group
- The impact on the whole school body
- The need within the school community
- The Headteacher's views

4.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Category A: Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

Category B: Current Family Association: Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former students of the school.

Category C: Children from Anglican families or churches belonging to Churches Together in England:

- **At the heart of the Church:** The definition of this is that one or both parents/carers and/or the child worship regularly at a church, at least three times per month on average and who have done so for at least two years up to the time of application
- **Attached to the Church:** The definition of this is one or both parents/carers and/or the child worship 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.
- **Known to the Church:** The definition of this is one or both parents/carers and/or the child worship 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 years up to the time of application. Please see Appendix 1 for details of how the impact of the Covid-19 pandemic will be taken into account in the application of Category C criteria.

Category D: Health and Special Access Reasons: Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Category E: Children of Staff: Priority will next be given to children of a permanent member of staff, providing the child lives in the same property as the staff member. In this context, a child means a natural son/daughter, stepchild, adopted or fostered child. Members of staff must have

been employed by The Archbishop's School for two years or more at the time the application for school admission is made. The definition does not include contract or temporary staff.

Category F: Nearness of children's homes to school: We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Applications will be considered in the order of priority listed above. 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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

4.3 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

5 Sixth Form Admissions

We welcome applications from all Year 11 students, both at the Archbishop's School and from other schools locally and further afield. The PAN for the sixth form is 280 students across both year groups.

The admission criteria are as follows:

- A desire, passion and interest in the courses we offer
- An aptitude for the courses academically, typically displayed either through the quality of work you can produce at GCSE or in a practical demonstration of your abilities
- Some courses have specific requirements, often linked to multiple subjects (for example in Psychology you will need to grasp A Level Statistics to succeed so excellent grades in GCSE Mathematics are required).

6 In-year admissions

Applications for a place outside the normal admissions round for years 7-11 must be made on the IYAF (In Year Admission Form) available on the [Kent County Council website \(www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school\)](http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school).

Completed forms should be sent to the Admissions Officer (admissions@archbishops.kent.sch.uk). 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. The waiting list will be re-ranked, in according to the oversubscription criteria, every time a child is added.

7 Appeals

If an application for a place at the school is unsuccessful, parents/carers will be informed why admission was refused and given information about the process for hearing appeals. Parents/carers wishing to appeal should set out the grounds for appeal in writing and send it to the following address: admin@archbishops.kent.sch.uk / The School Office, The Archbishop's School, St Stephen's Hill. Canterbury CT2 7AP.

You can find details of the school's appeals process and timetable on the following webpage: www.archbishops-school.co.uk. Details will be provided from 28th February each year.

APPENDIX ONE: VARIATION TO ADMISSIONS COVID-19 IMPACT

1. This Appendix aims to enable parents seeking admission to the school readily to determine what the admissions oversubscription criteria are and how they may be met, and thereby enable the school to deal lawfully, fairly and transparently with admissions matters in the exceptional circumstances of the Covid-19 pandemic.

2. Those seeking admission under oversubscription criterion B should note the following update:

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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, in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship".

3. This update has been approved by the Office of the Schools Adjudicator 9th September 2020.

APPENDIX TWO: SUPPLEMENTARY INFORMATION FORM

ADMISSION AT AGE 11+
Supplementary Information Form

CHILD

Full Name:

Date of Birth:

PARENT/GUARDIAN

Full Name:

Address:

..... Post Code:

Telephone Number:

ARE YOU APPLYING ON CHURCH GROUNDS?YES/NO

(If Yes, please give the attached green form to your priest/minister for completion, as this will form an essential part of your application, and also give any further supporting information that you would like taken into account overleaf.)

CHURCH normally attended:

(If you have attended this church for less than three years please see note 2 below)

Name of Priest/Minister:

Address:

How often do you go to Church? (e.g. weekly, fortnightly, monthly)

(a) Parents: (b) Child:

Signature of Parent/Guardian: Date:

NOTES:

1. For applications to join the school at age 11+ this form should be sent direct to the school. The minister's form can either be attached at the same time or sent separately.
2. If you are applying on Church grounds and have attended your present church for less than three years, please give here the name of the Church you attended previously (if any) and the name and address of your priest/minister. Please ask the school for an additional form that you can send to this person.

APPENDIX THREE: MINISTERS FORM

Please return this form to the school as soon as possible after completion.

Priest and Ministers Form

Please complete this form as accurately and completely as possible, as decisions on applications will depend on the information you give. Thank you for your assistance.

NAME OF CHILD

- (a) The above-named child is: Please tick
- At the heart of the church
(Attends church on average 3 times per month)
- Attached to the church
(Attends church on average once per month)
- Known to the church
(Attends church less than once per month but at least 3 times per year)

And they have attended this church for years

- (b) At least one parent/carer of the above-named child is:
- At the heart of the church
(Attends church on average 3 times per month)
- Attached to the church
(Attends church on average once per month)
- Known to the church
(Attends church less than once per month but at least 3 times per year)

And they have attended this church for years

Church _____ Signature _____
Address _____ Designation _____
_____ Telephone No. _____
_____ Date _____

In the event that the church is without a priest or minister, this form should be completed by the most suitable person, for example, a churchwarden