



# Bishop Justus Church of England School

## Admission Arrangements - September 2021

Bishop Justus Church of England School seeks to serve its community in the name of the Church by ensuring excellent education in a Christian setting. The academy's distinctive ethos and approach are offered to all members of the academy and we welcome applications from all members of the community. Parents applying for places do so knowing that Bishop Justus Church of England School provides an education based on Christian principles.

### Academy Ethos

We want our students to have a strong character and be aspirational. The virtues we hope to nurture in our students are many, but in particular faith, hope, love, wisdom, courage and kindness. We want to develop our students to be hard-working and thoughtful individuals who care for themselves and others. Rigorous academic skills and a strong work ethic need to go hand in hand with compassion and empathy in the character of a Bishop Justus student. Bishop Justus Church of England School is part of the locally agreed coordinated admissions scheme. Parents must complete their home authority's Common Application Form (CAF) and return the form to the home authority; if applying for a place at this academy parents must name this academy as one of the preferences on the CAF.

The academy is fully inclusive and welcomes applications for the admission of all abilities and needs. The academy fully complies with its responsibilities under the Equality Act 2010.

If an application is being made for a foundation place, as defined below, then a supplementary information form must be completed and sent to the academy by the statutory closing date for secondary school applications, in the year preceding that of required admission. Late applications will be considered in accordance with the procedure in the Local Authority's secondary admission booklet.

If an application is being made for an Aquinas or Open Place, the **only** form required for completion is the **CAF**.

### Oversubscription Criteria at the Academy

The academy has a published admission number (PAN) of 240 places for entry into year 7 in September. **If there are more applications than places available, priority will be given in the following order:**

**Child looked after or previously looked after, as defined below; thereafter:**

#### A. FOUNDATION PLACES

Up to 100 places each year have been designated as Foundation places for children who attend or whose parent/carer attends a Christian place of worship according to the criteria below.

#### A1 – up to 60 places are offered to

1. Children who worship or whose parent(s) worships regularly within a Church of England Church that is within the Deanery of Bromley, Beckenham or Orpington. Regular means that the priest or minister confirms attendance on average twice or more each month over the preceding two years at the principal act of worship on Sunday.
2. Children who worship or whose parent(s) worships irregularly in a Church of England Church that is within the Deanery of Bromley, Beckenham or Orpington. Irregular means that the priest or minister confirms attendance on average less than twice each month over the preceding two years at the principal act of worship on Sunday.

#### A2 – at least 40 places are offered to

2. Children who worship or whose parent(s) worships regularly in another Christian denomination within the Deanery of Bromley, Beckenham or Orpington (Christian is defined as a church in membership of Churches Together in Britain and Ireland or the Evangelical Alliance). Regular means that the priest or minister confirms attendance on average twice or more each month over the preceding two years at the principal act of worship on Sunday.
3. Children who worship or whose parent(s) worships irregularly in another Christian denomination within the Deanery of Bromley, Beckenham or Orpington (Christian is defined as a church in membership of Churches Together in Britain and Ireland or the Evangelical Alliance). Irregular means that the priest or minister confirms

attendance on average less than twice each month over the preceding two years at the principal act of worship on Sunday.

If there are more applicants than places in Category A, priority will be determined using the “Tie break” (see definition below).

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, or there are restrictions on the number of attendees at the church for public worship, the requirements of the oversubscription criteria for category A in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship and the restrictions on the number of attendees at the church for public worship have been removed.

## **B. AQUINAS PLACES**

Up to 80 places each year are designated as Aquinas places for children who attend a primary school within the Aquinas Church of England Education Trust. There is **no** requirement to complete a supplementary form when applying under this category.

Priority will be given to children who attend a primary school within the Aquinas Church of England Education Trust. See definition below.

If there are more applicants than places in Category B, priority will be determined using the “Tie break” (see definition below).

## **C. OPEN PLACES**

At least 60 places each year are designated as Open Places. There is **no** requirement to complete a supplementary form when applying under this category. Priority will be given to all other pupils applying for a place at Bishop Justus Church of England School.

If there are more applicants than places in Category C, priority will be determined using the “Tie break” (see definition below).

## **Tiebreak**

1. Children of staff at the academy – Bishop Justus may give priority to children of staff in either or both of the following circumstances:
  - a) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
2. Children who have a brother, sister or step or half siblings including fostered and adopted siblings or the child of the parent/ carer’s partner, and in every case, the child must be registered as living in the same family unit at the same home address as the child attending Bishop Justus at the time of admission. Children with siblings in Year 11 who will have left Bishop Justus at the time of the younger child’s admission do not qualify.
3. Children who live the shortest distance to the academy, measured along a straight line from the child’s home to the main entrance of the school building.

## **Appeals Procedure**

The Local Authority writes to Parents of all applicants giving details of the school to which their child has been allocated, and the contact details of the academy should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals panel, care of the academy by the appeals deadline and clearly state the grounds for the appeal. The academy’s appeals timetable is found on the academy’s website. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the academy before the Appeals Panel meet, the academy will allocate the vacancy to an applicant in accordance with its published admissions criteria.

Appeals for children with a statement of special educational needs are dealt with by a SEN Tribunal.

## **Fair Access**

In common with all other schools in Bromley, the academy will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a “Hard to Place” pupil will be given priority for admission over any others who are seeking or applying for a school place or on the waiting list and the academy can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

**Twins, triplets and other multiple births** – where twins, triplets or children from other multiple births qualify for the last place to be allocated qualifying siblings will be admitted in excess of the published admissions limit and they will be considered as ‘excepted pupils’.

## **Children with an Education, Health and Care Plan**

Children with statements of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plans are dealt with under a separate process by the local authority’s Special Educational Needs team. The published admission number is inclusive of students with a statement of SEN or EHC Plan that are admitted to the academy pursuant to the academy being named in their statement or EHC Plan. A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

## **In-Year Admissions**

Applications for In-Year admissions are made directly to the London Borough of Bromley. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available, then applications will be ranked in accordance with the oversubscription criteria above. In addition, the academy’s Supplementary Information Form should be completed and returned to the academy in order for the academy’s full admissions criteria to be implemented. If a place cannot be offered at this time you have a right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined below.

## **Admissions Outside the Normal Age Group**

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. All such requests must be made in writing in the first instance to the headteacher (by email to the headteacher’s PA: [michelle.crussell@bishopjustus.bromley.sch.uk](mailto:michelle.crussell@bishopjustus.bromley.sch.uk)) and the admission authority (by email to [mary.capon@aquinastrust.org](mailto:mary.capon@aquinastrust.org)).

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: the parent’s 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the headteacher of the academy will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which the request was accepted) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

## **Waiting Lists**

Waiting lists for Year 7 are held until the end of the Autumn term in that Admission year in accordance with our normal admissions criteria as published in the Secondary Co-ordinated Admissions Policy. Applications to join the waiting list for Year 7 after that time will be dealt with in line with in year admissions as published above. Any child not offered a place will be placed on the waiting list which is reordered each time an application is made. Parents have a statutory right of appeal.

## **DEFINITIONS**

**Aquinas Church of England Education Trust** is a multi-academy education trust. It currently consists of Bishop Justus Church of England School, Chislehurst Church of England School, Cudham Church of England School, Keston Church of England School, Parish Church of England School, Trinity Church of England School, St George's Church of England School, St John's Church of England School and St. Mark's Church of England School. (Membership of the Trust is subject to revision with the most up to date list to be found on the Aquinas website – [aquinatrust.org](http://aquinatrust.org)).

**Distance** - If there are insufficient places to accommodate all applicants qualified under one criterion, places will be allocated to those children who live the shortest distance from the academy. Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference for the property. Those living closer to the school receiving the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.

**"Home"** is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. Addresses involved in child minding (professional or relatives) will not be considered. Temporary addresses will also not be accepted. Parents or carers will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. The address must be the child's home address on the day the application form is completed and which is either

- Owned by the child's parent(s), OR
- Leased to or rented by the child's parent(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays during term time.

## **Child looked after and previously looked after**

- i. 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 definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school. These children must still be 'looked after' when the child starts school unless (ii) applies.
- ii. Or a child who was previously looked after by an English or Welsh local authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption order) and children who were adopted under the Adoption and Children's Act 2002.

**Parent** is defined in this policy as a natural or adoptive parent of the child, or a person who is not the natural or adoptive parent of the child, but who has parental responsibility for the child, or is deemed to be a person who has care of the child instead of their natural or adoptive parents.



# Bishop Justus Church of England School

Magpie Hall Lane, Bromley, BR2 8HZ · Tel: 020 8315 8130 · Fax: 020 8315 8131  
Email: [admissions@bishopjustus.bromley.sch.uk](mailto:admissions@bishopjustus.bromley.sch.uk) · Website: [www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

Dear Parish Priest/Rector/Vicar/Minister/Pastor,

Name of pupil:.....

The parent/carer of the above named pupil has applied for him/her to be admitted to Bishop Justus Church of England School in September 2021. It would greatly help in the allocation of places at the school if you would confirm details of the family's involvement with the worship and life of your Church. Your co-operation will enable us to ensure fairness in the application of the school's published over-subscription criteria.

Attached to this letter you will find a form which asks you for the specific information the Admissions Committee of the Aquinas Advisory Council for the School needs when assessing the applications against the criteria. It would help us if you could restrict yourself to providing only the information requested. We can only consider information which relates specifically to the published criteria so, regrettably, anything else you write will be disregarded. Should you wish to see them, you will find the oversubscription criteria on the back of the application form which the pupil's parent/carer is completing. In completing the form, please note that church attendance will be calculated only for the period when churches have been open for public worship and there have been no restrictions on numbers for public worship.

Please sign and date this reference form and give your name, address and telephone number. Please note that the contents of the form are **NOT** confidential. If this pupil is not offered a place and the parent/carer appeals against this decision this clerical reference form will be one of the pieces of evidence presented at the appeal hearing and will be available to all parties.

Please either return this form to the address above or return it to the applicants for enclosure with their form.

Many thanks for your help.

Yours sincerely,

Liz Carter  
Chair of the Aquinas Advisory Council



# Bishop Justus Church of England School

## Application for entry in September 2021

### Clerical Reference Form

**TO BE COMPLETED BY THE PARENT/CARER:** Name of Pupil: .....

Address: .....

Tel: No.: .....

#### TO BE COMPLETED BY THE PARISH PRIEST/RECTOR/VICAR/MINISTER/PASTOR

Should your church be without an incumbent (Vicar, Priest, Pastor) please ask the church warden, who needs to have known your child for 2 years or more, to complete our application forms. Both church administrators and Area Deans are also able to do this, again, having known your child for 2 years or more.

**Church attendance will be calculated only for the period when churches have been open for public worship and there have been no restrictions on numbers for public worship.**

**Please tick the box(es) which apply in the table below:**

- The parent/carer attends worship twice or more each month and has done so for the past two years.
- The pupil attends worship twice or more each month and has done so for the past two years.
- The parent/carer attends worship twice or more each month but has moved to the area within the past two years.
- The pupil attends worship twice or more each month but has moved to the area within the past two years.
- The parent/carer is a less frequent attender at this church.
- The pupil is a less frequent attender at this church.

Name of Church: .....

Address .....

Postcode:..... Telephone no:.....

Is this church a member of Churches Together in Britain & Ireland? Yes  No

Is this church a member of the Evangelical Alliance? Yes  No

I confirm that the details given are an accurate representation of the involvement of the family with the worship and life of ..... Church.

Signature of Parish Priest/Rector/Vicar/Minister/Pastor:

..... Date:.....

Name of Parish Priest/Rector/Vicar/Minister/Pastor:.....

Address .....

Postcode:..... Telephone no:.....



# Bishop Justus Church of England School

## Information about Family Involvement with a Church

This only applies to Churches which are full members of Churches Together in Britain and Ireland or the Evangelical Alliance

### TO BE COMPLETED BY THE PARENT/CARER:

Name of Pupil: .....

Address: .....

Tel: No.: .....

Name of church at which you normally worship:.....

Address .....

Postcode:..... Telephone No:.....

How long have you worshipped here?.....

If you have worshipped here for less than two years, please give the name and address of your previous church and provide a clerical reference.

Address .....

Postcode:..... Telephone No:.....

**Church attendance will be calculated only for the period when churches have been open for public worship and there have been no restrictions on numbers for public worship.**

**Please tick the box(es) which apply in the table below:**

The parent/carer attends worship twice or more each month and has done so for the past two years.

The pupil attends worship twice or more each month and has done so for the past two years.

The parent/carer attends worship twice or more each month but has moved to the area within the past two years.

The pupil attends worship twice or more each month but has moved to the area within the past two years.

The parent/carer is a less frequent attender at this church.

The pupil is a less frequent attender at this church.

Name of Parish Priest/Rector/Vicar/Minister/Pastor:.....

Address .....

Postcode:..... Telephone No:.....

**Parent/Carer should give the enclosed Clerical Reference Form to this person and ask him/her to complete it.**