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SAINT WILFRID'S CHURCH OF ENGLAND ACADEMY

Duckworth Street, Blackburn. BB2 2JR
Telephone: 01254 604000

ADMISSION TO YEAR 7 – SEPTEMBER 2012 SUPPLEMENTARY INFORMATION FORM

Before you complete Part 1 of this form, please read the enclosed **Guidance Notes**.

PART 1

TO BE COMPLETED BY THE PARENT(S) OR LEGAL GUARDIAN(S) – PLEASE USE BLOCK CAPITALS.

Forename(s):	Surname:
Date of birth:	Boy or girl:
Full name(s) of parent(s) or legal guardian(s):	
Home address:	
.....	
Post code:	Telephone number:

CATEGORY OF APPLICATION FOR ADMISSIONS TO YEAR 7 FROM SEPTEMBER 2012

Applications for admission to St Wilfrid's for September 2012 should be made on the common application form enclosed with the Local Authority's brochure and also on St Wilfrid's own form between 6th September 2011 and Friday, 28th October 2011.

Parents must complete the Local Authority application form. Parents who wish their application to St Wilfrid's to be considered against the faith criteria should also complete the supplementary form. If the Academy is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against low priority criteria as the Governors of the Academy will have no information upon which to assess the worship attendance.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 1st March 2012. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

1. CATEGORY OF APPLICATION

The Academy's admission policy is for not more than 246 children to be admitted to each age group. If there are more than 246 applications, after admitting all children with a final statement of educational need naming the school, the Governors of the Academy will allocate places using the criteria below, which are listed in order of priority. Please indicate the category under which you are applying by ticking one of the boxes.

1. Children in **public care** as defined by the Children Act 1989.
2. Children with **medical and/or social needs**, for whom the Governors of the Academy accept that there are exceptional circumstances specifically relevant to attendance at St Wilfrid's rather than another school, supported by professional medical and/or social evidence.

***NOTE:** Professional supporting evidence from a doctor, psychologist, social worker or minister is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.*

3. Children on the roll of **Saint Luke and Saint Philip's Church of England Primary School, Blackburn**, who have completed the whole of Year 5 there in the school year before the closing date for applications for places.

Within categories **4 - 11** below, first priority within each category will be given to brothers and sisters (see note a) of pupils who are on the Academy roll, including the sixth form, both at the closing date for applications and the time of transfer. Category 11 (distance) will be used as a "tie break" in categories 4 - 11 if the admission number of 246 is reached during consideration of applications in any of these categories.

In categories 4 to 9, parents or legal guardian(s) (see note b) must show evidence of being active members of the **Church of England**, or any church in membership (see note a) of **Churches Together in England**, the **Free Churches Group** or the **Evangelical Alliance by a worship attendance of:-**

4. not less than **weekly** over a period of two years before 1 September in the year of application.
5. not less than **fortnightly** over a period of two years before 1 September in the year of application.
6. not less than **monthly** over a period of two years before 1 September in the year of application.
7. not less than **weekly** over a period of one year before 1 September in the year of application.
8. not less than **fortnightly** over a period of one year before 1 September in the year of application.
9. not less than **monthly** over a period of one year before 1 September in the year of application.
10. Parents or legal guardian(s) who show evidence of being active members of a **faith other than Christian** by a worship attendance of not less than **weekly** over a period of two years before 1 September in the year of application or, alternately, a statement of support from a faith leader which confirms the same level of commitment.

11. Other children on the basis of **distance** from the front door of their home to the Academy, measured by a straight line from the Duckworth Street pedestrian gate, giving highest priority to those living nearest the Academy. (The distance is calculated by the local authority's computerised system.)

Notes

- a. *brothers and sisters means full, step, half, foster and adopted brothers and sisters and the child/ren of the parent/carer's partner living with the same family at the same address and full brothers and sisters living apart.*
- b. *A parent is any person who has parental responsibility for, or care of the child. Where admissions arrangements refer to parents worship attendance, it is sufficient for just one parent to attend.*
- c. *the church concerned must be in membership of one of the organisations listed on 1 September in the year of applications for places.*

2. PUBLIC CARE

Is the child in public care (a "looked after child")?

3. SPECIAL EDUCATIONAL NEEDS

Does the child have a final statement of special educational needs?
If so, please attach a copy of the statement.

4. SIBLINGS

Does the child have a brother or sister attending Saint Wilfrid's at present who will still be on the Academy roll in years 7 to 11 and the sixth form in September 2012 (see note (a.) above). If so, please give details:

Name(s) of brother(s) or sister(s)	Date(s) of birth	Present form

5. YOUR PLACE OF WORSHIP

Where do you usually worship? (name and address).

If you have worshipped anywhere else within the last two years, please give details (name and address of place of worship, period of attendance, frequency of attendance).

6. CERTIFICATION

- (a) I certify that I have read the guidance notes and that, to the best of my knowledge, the information I have given is correct.
- (b) I understand that any offer of a place may be withdrawn if it is found that inaccurate information has been given.

Signed: _____

Date: _____

(Parent/Legal Guardian)

PART 2

TO BE COMPLETED BY THE FAITH LEADER AT YOUR PLACE OF WORSHIP.

1. CONFIDENTIALITY

The information you give below will be regarded as confidential to the Governors of the Academy Trust, but will have to be made available to parents if their application reaches the appeal stage.

2. CERTIFICATION

Categories 4 to 9 inclusive

(a) I support this application under category number of the Academy's admission criteria.
(*please enter the category as appropriate)

(b) I confirm that this church is in membership of Churches Together in England, the Free Churches Group or the Evangelical Alliance as at 1 September 2011.

(c) I confirm that the parent(s) or legal guardian(s) attended worship services at this church

***weekly/fortnightly/monthly over a period of two years**

OR

weekly/fortnightly/monthly over a period of one year

(*please indicate frequency by deleting attendance as appropriate)

OR

Category 10

(d) I support this application under category number of the Academy's admission criteria and confirm

the parent(s) or legal guardian(s) ***weekly worship attendance/same level of commitment** within this category.

(*please delete as appropriate)

Signed:	Date:
Name in block capitals:	
Position:	
Name and address of place of worship:.....	
.....	
Telephone number:	

3. RETURN OF COMPLETED FORM

When you have completed Part 2, please return the whole form to the Clerk to the Governors, Saint Wilfrid's Church of England Academy, Duckworth Street, Blackburn, BB2 2JR **not later than Friday 28 October 2011.**

SAINT WILFRID'S CHURCH OF ENGLAND ACADEMY

ADMISSION TO YEAR 7 – POLICY GUIDANCE NOTES

- Full information about the Academy, including the Academy's admission policy and data on the admissions process last year is included in the Academy prospectus, available on request from the Academy. You should be aware of the priority order in which the Governors will allocate places if there are more applications than places available – see Part 1, Section 1 of the application form.
- To apply for the admission of your child to Saint Wilfrid's:
 - (a) if your application is on the grounds of faith commitment (that is, category 4 - 10), complete Part 1 of the application form and take it to your faith leader for Part 2 to be completed. Your faith leader will be responsible for returning the whole form to the Academy by the closing date of Friday, 28 October 2011. It is the parents' responsibility to ensure that they comply with the place of worship's recording of worship attendance.
 - (b) if your application is on other grounds (that is, categories 1, 2,3 or 11), complete Part 1 of the application form and return the whole form to the Academy, by the closing date of Friday, 28 October 2011.
 - (c) complete the Local Authority common application form and also return this to the Headteacher at your child's primary school.
- If you have worshipped at more than one place during the last two years, you should obtain a letter confirming your attendance there from the faith leader and attach it to the supplementary information form in addition to the completion of Part 2 by your present faith leader.
- If your place of worship does not have a faith leader at present, you should obtain the signature of a senior member of the place of worship, as designated by the place of worship. This person should indicate on the form the office they hold.
- If there is a discrepancy between the information about worship attendance given in Parts 1 and 2 of the application form, the Governors of the Academy will assess the application on the information in Part 2.
- Applications on the grounds of faith commitment (that is, categories 4 - 10) which are received without Part 2 completed will be considered under category 11.
- The closing date for the receipt of completed forms is Friday, 28 October 2011. Forms received after that date will be considered by the Governors of the Academy only after all others unless there are exceptional circumstances (for example, removal to the area after the closing date, but before the allocation of places).
- If you would like the Academy to acknowledge receipt of your application, you should attach a stamped, addressed envelope to the application form.
- If you would like any help in making your application, please contact the Clerk to the Governors (telephone 01254 604000).
- These guidance notes do not form part of the Academy's admissions policy.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governors of the Academy have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the Academy will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the end of the Autumn Term in the year of application.

Appeals

Where the Academy is unable to offer a place because it is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should submit appeal forms to the clerk to the governors at the Academy by 31 March 2012.**

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 10 days' notice of the place and time of the hearing.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend the Academy should arrange a visit with the Principal's PA. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the Academy will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will be considered from the old address until there is evidence of a permanent new address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Address of pupil

The address used on the Academy's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Fraudulent applications

Where the Academy discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, giving a false address in order to gain an advantage, or a false claim of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Academy is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Twins

Where a family of twins or triplets request admission and there is only one place available it will be left to the family to decide whether or not they wish to take up the place for one of their children and appeal for the second or third child in the same year group, or to decline the place.

If the family wish to accept the one available place, the local authority will pick the name of one of the children by random allocation and that child will be admitted.

(b) ADMISSIONS TO YEARS 8 – 11

When vacancies arise, the Academy admit pupils to Years 8 -11. Initially, parents should obtain an application form from the Principal's Personal Assistant (telephone 01254 604000). When the completed application form is received, an appointment with the Principal is then arranged.

(c) ADMISSIONS TO THE SIXTH FORM

Information about admission to the Sixth Form is provided in a separate prospectus available from the Assistant Principal Post 16 (telephone 01254 604000).

(d) GENERAL

Parents are asked to note that there is a risk of losing a place offered if it is found subsequently that details given in the application form (for example, home address) are incorrect.

Pupils are admitted on condition that parents agree to support the Academy rules, including positively upholding the Christian traditions of the Academy.

If the Academy is unable to offer a place for a child, parents have a right of appeal to an independent panel. Particulars of the appeal process will be provided for parents when appropriate.