



# WILLIAM FARR

C of E Comprehensive School

## Sixth Form Admissions Policy (2023-2024)

The ethos of the school is that recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England/Church in Wales and in partnership with the Churches at parish and diocesan level. The school aims to provide an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body is the Admissions Authority for the school.

Year 11 students at this school have the right to transfer to our Year 12 provided that they meet the academic standards set out in the Sixth Form prospectus on the school website. We also welcome applications from students attending other schools who must also meet these same academic standards.

The offer of a place does not guarantee that a student will be able to gain entry onto a preferred combination of A Level courses. This is dependent on the Year 12 option blocks and students meeting the individual entry requirements for each subject.

The Published Admissions Number (PAN) for Year 12 is the minimum number of places available to students who wish to join from other schools. The PAN for Year 12 is 10. We will accept more than 10 external applicants meeting the academic standards subject to places being available in the Sixth Form.

When the number of applications from other schools exceeds the number of places available, offers of places for students who have met the academic standards outlined above will be made following the oversubscription criteria, which are listed in order of priority:

### **Oversubscription criteria**

- 1 Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2 Children who have a sibling at the school at the time of application;
- 3 Documented religious affiliation related to the Church of England character of the school;
- 4 Children of staff at the school;
- 5 Children whose normal address is within 5 kilometres (3.11 miles) of the school; with those living nearer being given higher priority;
- 6 Children whose normal address is nearer to the school than to any other secondary school;
- 7 Other children.

## DEFINITIONS

### 1 **Looked after children and previously looked after children including those children who appear 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' 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 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order.) This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see Section 46 adoption orders).

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.

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### 2 **Children who have a sibling at the school at the time of application**

Sibling: A full brother or sister, whether or not living in the same household;

Another child normally living between Monday and Friday in the school term time in the same household as an adult in the household who has parental responsibility for that child, as defined in the Children Act 1989 and Section 576 of the 1996 Education Act.

### 3 **Documented religious affiliation related to the Church of England character of the school**

A form and letter confirming the regular participation of the child in religious activity needs to be completed by the parish priest or other religious leader.

The form is attached to this Admissions Policy and must be returned to the school prior to the closing dates for applications.

#### **DOCUMENTED RELIGIOUS AFFILIATION RELATED TO THE CHURCH OF ENGLAND CHARACTER OF THE SCHOOL**

##### **Christian Faith Commitment**

The governors will seek evidence that for the past two years (preceding the date of this application) **the child** has been:

**attached to the church and or at the heart of the church, as evidenced by the child's attendance at Christian worship, as defined below.**

##### **Definitions**

**A child** who usually attends at least a monthly service or is regularly, that is, at least once a month, involved in a weekday church activity including an element of worship. To accommodate difficult patterns of work and family relationships, account will be taken of weekday worship and the availability of worship. Where the act of worship is held in a Church of England school, it must be specifically Christian, voluntary and extra-curricular.

'**Christian**' is defined as belonging to a church, which subscribes to the Doctrine of the Trinity.

'**Other faiths**' is defined as belonging to a major faith community having representation within 'The Inter Faith Network UK'. William Farr, as a Church of England school, may also offer places to the children of other faith communities, using the same underlying definitions for patterns of worship or religious devotion as those who are members of the Christian church.

Applicants new to the area will need to provide evidence from a previous church, or other place of

**PLEASE NOTE:** The Governing Body meets to scrutinise all applications for authenticity and may make further enquiries relating to any statements of support provided, before offering a place based on this criterion for admissions.

The governors regard the onus of proof of religious affiliation to rest with the parents and carers of a child and it is the duty of parents and carers to ensure that the school receives all the necessary evidence to support their application.

#### **4 Children of staff at the school**

This criterion applies to the children of members of staff where the member of staff has been on the school payroll for two or more years at the time at which the application for admission to the school is made.

#### **5 Children whose normal address is within 5 kilometres (3.11 miles) of the school; with those living the nearest to the school being given higher priority**

This is considered to be the address where the child lives between Monday and Friday in the school term time with a parent or carer who has parental responsibility as defined in the Children's Act 1989.

The Governing Body may make further enquiries relating to the address.

Distances will be measured electronically by the local authority as a straight-line distance between the post office address point of the home and the post office address point of the school. (In the case of William Farr Church of England Comprehensive School, the main entrance is the point of the post office address).

The local authority provides the school with information that gives the straight-line distance between your home and the school in miles to three decimal places.

<https://www.lincolnshire.gov.uk/find-nearest-school>

<https://www.lincolnshire.gov.uk/homepage/150/find-my-nearest-school-for-school-admissions-applications>

#### **6 Children whose normal address is nearer to the school than to any other secondary school**

This applies when the school is the nearest state-funded non-selective school to the child's address admitting children to the relevant year group. Address and distance measurement are defined in criterion 5 above.

#### **7 Other children**

These are children who do not meet the above oversubscription criteria (1-6). Those living nearer to the school will be given higher priority. Address and distance measurement are defined in criterion 5 above.

### **EXPLANATORY NOTES**

**Appeals:** If we have to refuse a sixth form place, students and their parents both have the right of appeal to an independent Appeals Panel, whose decisions are binding on the school and Governing Body.

Applications for appeals should be made online through Lincolnshire County Council [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030.

The school will not accept repeat applications for places in the same academic year, unless there are significant and material changes in the circumstances of the parent, child or school relevant to a further application.

Common examples of changes in circumstances since the time of the original application was made would be that the family has moved house, or medical reasons. Where the school has refused to consider another application for the same year group, no fresh appeal can be made.

**Fraudulent or misleading applications:** We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admissions authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address were given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

**Further appeals:** The school will not accept repeat applications for places in the same academic year, unless there are significant and material changes in the circumstances of the parent, child or school relevant to a further application.

**Mid-year admissions:** The governors will accept admissions into the sixth form if there are places and the academic standards are met. However, transfer between sixth forms at any stage after the beginning of Year 12 is likely to seriously disrupt the continuity of care and the academic achievement of a student and we advise strongly against any applications for sixth form places once the two year A Level courses have commenced.

**Offers:** It is intended that applications for an academic year are received by the end of February of the previous academic year and that conditional offers of places will be made in March each year. Applications will be accepted after this date. The closing date for applications and the acceptance of offers will be 1 September.

**Out of cohort admissions:** Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) for advice on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- The parents' views;
- Any available 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;
- Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The views of the Headteacher.

**Service children and crown servants returning from abroad:** For families of UK service personnel with a confirmed posting to the area or crown servants returning to live in the areas from overseas, the governors will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria;
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.

The governors will not refuse a service child a place because the family does not have an intended address or does not currently live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

**Tie-break:** If it is not possible to distinguish between one or more applicants within an oversubscription criterion, places will be allocated to those living nearest the school first measured by straight line distance as outlined in (5) above. If the distance criterion is not sufficient to distinguish between two and more applicants for the last place, all will be considered together as one application and the school will go above its normal admission number.

**Twins and other siblings in the same year cohort:** In the case of siblings in the same age cohort and where there is only one place available in the school, all will be considered together as one application. The school will go above its normal admissions number.



# WILLIAM FARR

## C of E Comprehensive School

### Religious Affiliation Form (2022-2023)

Please read the religious affiliation definition in the school’s Admission Policy (criterion 3). Complete the table below and provide any required evidence. The governors regard the onus of proof of religious affiliation to rest with the parents and carers of a child and it is their duty to ensure that the school receives all the necessary evidence to support the application. The completed form and all the evidence requested should be returned to the Clerk to the Governing Body at the school before the closing date for applications.

Applicant details		
<b>Name of child</b>		
<b>Date of birth</b>		
<b>Address</b>		
<b>Christian denomination or religious faith</b>		
<b>Contact details of religious leader (<i>name, address, telephone number, email</i>)</b>		
Religious affiliation		
I certify that this child has attended a service of worship or a weekday church activity including an element of worship <b>at least once a month</b> for the <b>past two years</b> preceding the date of application. I certify that the information submitted is true to the best of my knowledge and belief.		
<b>Parent or carer name (<i>in capitals</i>)</b>	<b>Date</b>	<b>Signature*</b>
<b>Religious leader name (<i>in capitals</i>)</b>	<b>Date</b>	<b>Signature*</b>
Evidence required ( <i>please provide with this form</i> )		
A letter (signed and dated) from religious leader verifying that the child attends worship or a weekly church activity including an element of worship <b>at least once a month</b> and has done so for the <b>past two years</b> preceding the date of application.		