

THE
BRIAN CLARKE
CHURCH OF ENGLAND ACADEMY

THE BRIAN CLARKE CE ACADEMY ADMISSIONS POLICY FOR ENTRY SEPTEMBER 2028

Recommended for Approval by	Admissions Committee on 19.10.26
Approved by	Trust Board
Date approved	04.11.2026
Review date	Autumn 2027

Contents

Vision and Values 1
Statutory Framework 1
Admission Arrangements 1
1. Published Admission Number 1
2. Children with Education, Health and Care Plans 1
3. Oversubscription Criteria 2
Exceptional Circumstances (Faith Places) 3
Supplementary Information Form – all faith applications 4
Right of Appeal 4
Waiting Lists 5
Applications for in-year admissions 5
Requests for Admission outside of a child's normal age group 6
Intention To Move House 6
Fraudulent Applications 6
Privacy Notice 7
Retention Period 7
Policy Review and Consultation 7
Appendix A: Notes 7
Appendix B: Definition of Terms 7

Vision and Values

The Brian Clarke Church of England Academy is a secondary school which is part of the Cranmer Education Trust (CET), a charitable trust responsible for a number of schools. The Trust's vision and intent is that the Brian Clarke Church of England Academy is a Church of England school that welcomes pupils of all faiths and none; a multicultural school that serves all the communities of Oldham and is a microcosm of the town's rich diversity. The Brian Clarke Church of England Academy brings young people together to build a community where all are valued, respected, nurtured and challenged to become the best they can be and are meant to be. Our aim is that every individual's light can shine, all can and will achieve and progress in their learning, and all will become people we are proud to know - good neighbours, good citizens and good friends.

Statutory Framework

The Cranmer Education Trust is the admission authority for the school, with the administration and implementation of the policy being delegated to the trust's Admissions Committee. The school is required to act in accordance with the School Admissions Code 2021 and the Schools Admissions Appeals Code 2022, which are available at https://www.gov.uk/guidance/academy-admissions. The admissions process is coordinated by Oldham Council (the local authority) and the school liaises with the local authority on admission issues.

The Cranmer Education Trust has consulted Manchester Diocesan Board of Education in drawing up the following arrangements for admissions, which include the criteria to be used to determine the allocation of places when the school is oversubscribed. As a Church of England Free School, the school may admit up to 50% of the places to Year 7 each year on the basis of faith and at least 50% without reference to faith.

Admission Arrangements

Applications for a place in Year 7 in the normal admissions round each year must be made on the local authority's Common Application Form.

In addition to the local authority form, all applicants applying for a faith-based place must complete the school's Supplementary Information Form and return this directly to the school by the closing date of 31st October 2027.

1. Published Admission Number

1.1 The school's Published Admission Number (PAN) for the admission of pupils to Year 7 is 240.

1.2 If fewer than 240 applications for admission to Year 7 are received, all applicants will be offered places.

2. Children with Education, Health and Care Plans

The school will admit all children with Education, Health and Care Plans (EHCPs) naming the school. These admissions are made without reference to faith (see Definitions).

3. Oversubscription Criteria

In the event of more applications for admission to the school being received than there are places available (after the admission of any pupils with EHCPs naming the school) the following criteria, in the order of priority shown, will be used to determine the allocation of places.

3.1 **Children in Public Care, Children Previously Looked After and Internationally Adopted Previously Looked After Children**. These priority allocations are made without reference to faith. (see Definitions).

3.2 **Faith-based Places**

Up to 120 places to applicants who are members of a Christian Church or one of the 5 major world faiths represented in Oldham (see Definitions) as set out below:

3.2.1 **Up to 60 places to children of the Christian faith**

If there are more applicants than places under this criterion, priority will be given to children whose parent/legal guardian provides evidence that the child and one parent/legal guardian are active members of a Christian Church (see Definitions). Active membership is measured by allocating one point for each weekly attendance by the child and one point for each weekly attendance by the parent/legal guardian at public worship (see Definitions) over 5 academic years, ending August 2027. Places will be allocated to the 60 children with the highest total scores. See Notes 1-4.

Tie-Break

If a tie-break is needed, it will be in the following priority order:

- Random Allocation (see Definitions).

3.2.2 **Up to 60 places to children who are active members of the one of the major world faiths, other than Christian (Buddhism, Hinduism, Islam, Judaism, Sikhism) that are members of the Oldham Interfaith Forum, or the Oldham Mosques Council**

As patterns of worship vary between faiths, commitment is evidenced by the attestation of the leader of worship, based on their knowledge of the family and children.

If there are more applicants than places under this criterion, places will be awarded in the following priority order:

- Random Allocation (see Definitions).

3.3 **Non-Faith Places**

A minimum of 120 places will be allocated to children without reference to faith:

3.3.1 All children with EHCPs naming the school are allocated without reference to faith (see 2 above).

3.3.2 Children Looked After and Children Previously Looked After are admitted without reference to faith (see 3.1 above).

3.3.3 Any unfilled places from categories 3.2.1 and 3.2.2 will be added to the non-faith places.

3.3.4 If there are any more applicants than places available following 3.3.1, 3.3.2 above, places will be allocated to children who live within one of the 3 geographical zones defined by the school in the ratio 9:10:5

Zone 1: No more than 1 mile from the school;
Zone 2: More than 1 mile but no more than 2 miles from the school;
Zone 3: More than 2 miles but no more than 3 miles from the school.

Distance will be measured by the Local Authority's mapping system from the school gate to the front door of the child's home (see Notes).

3.3.5 In the event of the places available in one or more of the geographical zones being oversubscribed, priority will be given in the following order:

- Random allocation (see Definitions).

3.3.6 Where the number of places is not divisible by the ratio 9:10:5, then the final place(s) will be allocated to Zone 2.

3.3.7 In the event of places available in one or more of the geographical zones being undersubscribed, the remaining places will be allocated to the **All Other Children** category.

3.4 **All Other Children** – priority will be given in the following order:

- Random allocation (see Definitions).

Exceptional Circumstances (Faith Places)

Applications for exceptional circumstances must be made through the Supplementary Information Form.

The Admissions Committee will consider faith applications where exceptional circumstances apply and shall determine whether the application sets out any exceptional circumstances that have limited or prevented attendance at public worship with a parent or guardian.

In this section, exceptional circumstance means:

a) not of a trivial or moderate nature, such that can be foreseen and be reasonably expected as part of day-to-day life;
b) must have a substantial detrimental impact on the child's ability to demonstrate a commitment to their faith through attendance at public worship with a parent or guardian;
c) must be the cause of the limit and/or prevention of attendance at public worship with a parent or guardian; and
d) must render attendance at public worship with a parent or guardian unachievable.

The Admissions Committee will assess whether a commitment to the faith would have been demonstrated by attendance at public worship with a parent or guardian, *but for* the exceptional circumstance. For

instance, where a parent or guardian has a serious illness that prevents them from accompanying their child to public worship, this may be considered to be an exceptional circumstance.

When making its determination, the Admissions Committee will require evidence to support the application for exceptional circumstances. The Admissions Committee shall consider all relevant information and evidence submitted with the application including, but not limited to:

- medical reports or letters;
- reports or letters from social care professionals;
- statements from clergy or religious leaders setting out attendance with an alternative family member and/or friend.

For Christian applications, if the Admissions Committee is satisfied that exceptional circumstances have been made out, they will determine the number of points to be awarded for the period that exceptional circumstances applied, up the maximum of 39 in any one year.

For Other World Faith applications, if the Admissions Committee is satisfied that exceptional circumstances have been made out, they will include the application in the random allocation under section 3.2.2.

Supplementary Information Form – all faith applications

The Supplementary Information Form (SIF) must be completed by all parents/legal guardians applying for admission for their child under the faith criteria (3.2.1-3.2.2). The form is available on the school website or by collecting a paper copy from the school.

Section B1 must be completed by the faith leader of Christian children.

Section B2 must be completed by the faith leader of children of other faiths that are members of the Oldham Interfaith Forum, or the Oldham Mosques Council.

Parents/legal guardians are responsible for returning **all pages** of the completed SIF, including the completion of Section B by their leader of worship to the school by the **closing date of 31st October** in the year of application. Parents/legal guardians are responsible for ensuring they receive an email confirmation as proof of receipt of the SIF by the school.

Failure to return a fully completed, signed SIF by the closing date will mean that the application will not be able to be considered under the school's faith-based criteria. This may reduce the chances of a child securing a place at the school if the school is oversubscribed.

Right of Appeal

Where the Trust is unable to offer a place because the school is oversubscribed, parents/legal guardians have the right of appeal to an independent panel set up under the Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and subject to the School Admissions Appeal Code 2022.

Parents/legal guardians should notify the Admissions Secretary at the school within 20 school days of receiving the letter refusing a place of their intention to lodge an appeal.

Parents/legal guardians have the opportunity to submit their case to the panel in writing and also to attend to present their case. Parents/legal guardians will normally receive 10 school days' notice of the place and time of the hearing. Further information about any appeal will be provided by the independent clerk to the appeals panel. Details about the appeals process can be found on the school website (https://www.brian-clarke.org/join-us/admissions-appeals/).

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

Waiting Lists

When the school receives more applications than there are places available, the above admissions criteria will be used and children who are not admitted will have their names placed on a waiting list. The order of priority on the waiting list will be determined using the above admissions criteria. This means that in practice, there will be 6 categories within the waiting lists:

Category 1 – for Christian children (see Criterion 3.2.1)
Category 2 – for other major world faith children (see Criterion 3.2.2)
Categories 3-5 – for children living in each of the 3 geographical zones (see Criterion 3.3).
Category 6 – all other children (see Criterion 3.4)

When children are admitted to the school, the basis of their admission will be recorded in at least one of the categories above (faith applications will be included in both the faith and relevant geographical zone categories). Therefore, if an accepted offer is withdrawn, the Admission Authority will know which category of the waiting list applies and will fill the place from the appropriate category following the admissions policy.

The date of application is not an admission criterion, and any late applicants will be added to the waiting list using the above admissions criteria. This means, for example, that a child who moves into the area could have a higher priority on the waiting list than one who has been on the list for some time. Each time a child is added to the waiting list the priority order will be ranked again in line with the above admissions criteria. If a place becomes available within any of the 6 categories, the place will be offered to the child who is top of the relevant category list at that time.

The waiting list will be kept until 31 December at the end of the Autumn Term of each admission year.

Applications for in-year admissions

Application for in-year admissions are managed by the school. Prospective parents/carers should complete an In-Year Transfer form, which can be found on the school website here: www.brian-clarke.org

If the applicant cannot be offered a place, parents/carers will be offered the right of appeal and the applicant will automatically be placed on a waiting list.

For in-year applications, waiting lists will be maintained until the end of the academic year in which the application was made. At the end of the academic year, all in-year applicants will be removed from the waiting list.

Requests for Admission outside of a child's normal age group

Parents/legal guardians may seek a place for their child outside of their normal age group.

Parents/legal guardians requesting admission out of the normal age group must put their request in writing, to the Headteacher at the school including any supporting evidence that the parent/legal guardian wishes to be taken into account.

The Admissions Committee has the delegated authority from the Cranmer Education Trust to make decisions on requests for admission outside the normal age group 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 following:

- Parents/legal guardians' 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 been previously 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
- Headteacher's views

When informing a parent/legal guardian of their decision on the year group the child should be admitted to the local admissions committee will clearly set out the reasons for their decision.

If the application is granted and it is for in-year admission, subject to any waiting list or space being available, the child will be admitted to the age group applied to.

If the application has been rejected the child will only be able to apply for admission to the normal age group and be subject to the applicable process whether admission is sought through the normal admissions round or in-year.

Parents/legal guardians have the right to appeal to a refusal to admit their child (see further details below). However, if parents/legal guardians are offered a place for their child but not in the preferred age group there is no right of appeal.

Intention To Move House

An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school place usually 01 March. For children of UK service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Fraudulent Applications

Where the Trust discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent/legal guardian (e.g. a false claim of involvement in a place of worship, or a false address), which effectively denies a place to a child with a stronger claim, then the Trust may withdraw the offer of the place awarded. Where the offer is withdrawn based on misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

Privacy Notice

In making an application for admission to the Brian Clarke Church of England Academy, parents / legal guardians provide personal, sensitive information in relation to their child and themselves. This information will be stored in accordance with the school's privacy notice, a copy of which can be found on the school website

Retention Period

Supplementary forms will be held for 1 academic year following receipt. Appeals information will be held for 2 years from date of appeal.

Policy Review and Consultation

CET will review and approve the Admissions Policy for The Brian Clarke Academy on an annual basis in accordance with the School Admissions Code.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change. Consultation will be for a period of six weeks between 1 October and 31 January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to Oldham LA by 15 March and publicised on The Brian Clarke Academy's website for the full offer year. Consultation will take place in the following way:

1. General notification on the school website;
2. Notification to parents / legal guardians in writing and by text; and
3. Notification by email to Manchester Diocese, associated Primary Schools, Oldham LA and neighbouring Authorities, the Academy Co-Sponsors and all local Admission Authorities.

Any objections to Admissions arrangements should be made in writing to The Chair of the Admissions Committee, The Cranmer Education Trust, C/o, The Blue Coat School, Egerton Street, Oldham, OL1 3SQ. E-mail: info@cranmeredt.org

Appendix A: Notes

Note 1: Unsuccessful applications for a faith place will automatically be included in the allocation of non-faith places subject to the oversubscription criteria set out in 3.3.4 to 3.3.7.

Note 2: Applications with zero points church attendance will not be accepted under the category of Christian faith. Any such applications will be treated as non-faith applications.

Appendix B: Definition of Terms

i) **Children Looked After / Children Previously Looked After**

This includes any "children looked after", "children previously looked after" and any child who was previously looked after but immediately after being looked after became subject to an adoption,

residence, special guardianship order, or Child Arrangements Order. 'Looked after' means that the child was:

(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.

This criteria also includes children looked after and children previously looked after who appear (to the Admission Authority) to have 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 and ceased to be in state care as a result of being adopted.

ii) The **Responsible Authority** is the Local Authority which has the care responsibility for the Child Looked After.

iii) **Random Allocation** is a means of putting applications into an order that is entirely by chance and has no element of bias in the selection so that everybody has an equal chance. The process is electronic and is supervised by a responsible person independent of the school and the academy trust.

iv) A **parent/legal guardian** is any person who has parental responsibility for the care of the child.

v) For the purposes of these admission arrangements '**Christian Church'** means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the Diocesan Bishop. This includes:

- Member churches of Churches Together in Britain and Ireland (www.ctbi.org.uk)
- Churches affiliated to the Evangelical Alliance (www.eauk.org)
- Partner churches of Affinity (www.affinity.org.uk)
- Churches which are members of the Fellowship of Evangelical Churches (www.fiec.org.uk)

vi) **Christian Public Worship** is defined as attendance at any of the following:

- Public worship in church or chapel led by an accredited priest/minister/pastor/elder/lay-reader, outside of the school day. Public worship can be on any day of the week;
- Sunday School;
- Messy Church;
- A church youth group/explorers/pathfinder which includes worship (must be approved by the accredited leader of worship).

vii) **Other major world faiths** are defined as Buddhism, Hinduism, Islam, Judaism, Sikhism that are members of another Major World Faith that is a member of the Oldham Interfaith Forum and / or the Oldham Mosque Council.

viii) **Permanent Address**

The only address CET can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident. Proof of residence will be required.

Any allegations received by the admission authority of people providing false accommodation for school places will be fully investigated and, if found to be true, allocated places may be withdrawn.

If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, CET cannot consider this address for the purpose of its admission process to school.

ix) **Distance**: distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home post code and school post code. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Post Office data. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident.

x) **Flats and equal distances**
In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

xi) An **EHCP** (Education Health and Care Plan) is a legal document that outlines a child or young person's special educational, health and social care needs and the provision a Local Authority must put in place to help them.

xii) **Supplementary Information Form (SIF)** is the form which must be accurately completed and signed by a parent / legal guardian and a faith leader and returned to the school by the set deadline in order to be considered for a faith application.

The Brian Clarke Church of England Academy
Bloom Street
Oldham
Lancashire
OL9 6EF

Headteacher: Ms A Ash

Telephone: 0161 785 5085

Website: www.brian-clarke.org