St Anne's
Church of England Academy

The best for everyone
The best from everyone
We have faith in our future

Proud to be part of the Cranmer Education Trust

ADMISSIONS POLICY FOR ENTRY SEPTEMBER 2028

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Introduction

St Anne's is a designated Church of England School and proud to be a member of The Cranmer Education Trust (CET). We welcome children of all faiths and none who will be part of our multi-racial, multi-cultural, multi-faith and multi-talented community, where we seek the best for everyone, and the best from everyone. The CET is the Admissions Authority for the school. The administration and implementation of the policy is delegated to the trust's Admissions Committee.

Statutory Framework

The school must act in accordance with the Schools Admissions Code 2021 and the School Admissions Appeals Code 2022 which are available at https://www.gov.uk/guidance/academy-admissions.

The admissions process is coordinated by Rochdale Borough Council [the Local Authority] and the school liaises with the Local Authority on admissions issues.

CET has consulted with Manchester Diocesan Board of Education in drawing up the arrangements for admissions which are set out below. These include the criteria to be used to determine how places are allocated if there are more applicants than there are places.

Admissions Policy

Published Admissions Number (PAN)

St Anne's Academy has set its Published Admissions Number for admission to Year 7 in September 2027 at 205.

St Anne's will admit all children who have an Education, Health and Care Plan (EHCP) which names St Anne's, without reference to faith.

Applications are encouraged from all families. If no more than 205 applications are received for Year 7 Admissions in September 2028, the Academy will offer places to all those who have applied.

If more families apply than there are places available after the admission of children with an EHCP which names the school, priority will be given to pupils in the following order:

Oversubscription Criteria

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).

2. **Faith-based Places**
   As a Church of England School, which serves a diverse community, St Anne's will admit up to 51 places (one quarter / 25% of the total) to children who are members of a Christian Church and up to 51 places to children who are members of one of the 5 major world faiths represented in the area, i.e. Buddhism, Hinduism, Judaism, Islam, Sikhism as set out below:

2.1 Children of Christian Faith

This relates to children of the Christian faith whose parent/legal guardian provides evidence that the child and one parent/legal guardian/grandparent are active members of a Christian church.

Active membership means attendance at public worship (see Definitions) for up to 3 academic years from 02 September 2024 – 31 August 2027. The places will be allocated to the children with the highest total scores (see Notes). The evidence is given in the Supplementary Information Form (SIF) which parents/legal guardians applying for a faith place must complete. It is available on the school website and should be returned to the school. In the event of 2 or more children achieving the same score, the tie break will be distance (see 6). Any children who apply for a faith place but are not successful will automatically be included in the community allocation (as set out in 4-6 below).

2.2 Children of other faiths

This relates to children of one of the other major world faiths, other than Christian, i.e. Buddhism, Hinduism, Islam, Judaism, Sikhism that were members of the UK Interfaith network up to the closure of the charity on 21 January 2025 due to the withdrawal of government funding confirmed 21 February 2024. The evidence of active faith membership is given in the Supplementary Information Form (SIF) which parents/legal guardians applying for a faith place must complete. It is available on the school website and should be returned to the school. If there are more applicants than places under this criteria, places will be awarded by random allocation.

2.3 If any of the 102 faith places are not filled they will be allocated to the sum of community places available (as set out in 4-6 below).

3 Children of staff at the school

The member of staff must have been employed at St Anne's for two or more years at the time that the application is made, or the member of staff is needed to fill a vacant post for which there is a demonstrable shortage.

4 Children who have an older sibling attending St Anne's at the time of admission (see Definitions)

5 Children eligible for the Service Pupil Premium (SPP) (see Notes and Definitions)

6 Children who live nearest to the academy.

Distance is measured by the Local Authority's mapping system which calculates distance using Easting and Northing coordinates of the child's home address as taken from the Local Land and Property Gazetteer (LLPG). In the event of two or more children living equal distance 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.

How to evidence faith commitment

The supplementary form is necessary for all applications under the faith criteria. It can be downloaded from the school the website or collected 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 who were members of the UK Interfaith Network up to the closure of the charity on 21 January 2025 due to the withdrawal of government funding confirmed 21 February 2024.

Parents/legal guardians are responsible for ensuring that the SIF is returned in full, including the completion of Section B by the leader of worship, to the school by the closing date of 31 October in the year of application. Parents/legal guardians are responsible for ensuring they receive an email confirmation as proof that the school has received the SIF.

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.

Children who apply for a faith place but are not successful will automatically be included in the applications for community places (as set out in 4-6).

Exceptional Circumstances

This applies to families applying for a Faith place as a member of a Christian Church.

The Admissions Committee understands that sometimes there are exceptional circumstances which prevent attendance at Christian worship.

Exceptional circumstances are:

- Not trivial or moderate, that can be foreseen and reasonably expected as part of day-to-day life
- Those which have a major impact on the child's ability to attend public worship
- Those causes which prevented or limited attendance at public worship
- Those which make attendance at public worship unachievable

If parents/legal guardians wish to apply for exceptional circumstances, they must do so through the Supplementary Information Form (SIF)

The Admissions Committee will decide whether attendance at public worship, which is in the evidence of faith commitment, would have happened if it had not been for the exceptional circumstance. For example, if the child, or parent/legal guardian/grandparent had a serious illness which prevented them attending. The Admissions Committee would ask for evidence which could include:

- Medical reports or letters
- Reports or letters from social care professionals

- Statements from clergy or religious leaders clearly setting out attendance with another family member and/or a friend.

The committee may award additional points for the period that the exceptional circumstances applied, up to the maximum of 39 in any one year.

Allocation of Places to Children of Multiple Births [Twins, Triplets, etc.]

Where there are children of multiple births wishing to be admitted and the sibling is offered the final place St Anne's may admit over the Published Admission Number if it is possible to do so.

Appeals

If the Trust is not able to offer a place because there have been more applicants than places, parents/legal guardians have the right of appeal to an independent panel.

Parents/legal guardians should contact the Admissions Secretary at the school within 20 days of receiving the letter refusing a place to lodge their appeal. You must put your case in writing. You will receive 10 days' notice of the date and time of the appeal; appeals are normally held electronically, by TEAMS.

Waiting List

Where there are more applications than places, the names of children who have not received a place will be put on the waiting list. If a place becomes available, the criteria will be applied, and the place allocated. The waiting list for Year 7 operates until 31 December of the admission year.

In-Year Transfers

Parents/legal guardians who would like their child to transfer to St Anne's Academy from another secondary school must complete an In-Year Transfer Application Form and return this to Rochdale Borough Council.

Applications for Admission Outside the Normal Age Group

Parents/legal guardians are entitled to apply to the Trust for entry of their child into a year group outside of the normal age specific group.

All applications should be sent to the Clerk to Trustees at the Trust. These can be submitted in writing by post or electronically by e-mail and must set out the reasons and evidence for the application. The Local Governing Committee has the delegated authority from the CET to make decisions on requests for admissions outside of the normal age group. Decisions will be made on the available evidence before the Admissions Committee and in the best interests of the child. The committee will take account of the following information:

- the views of the parents/legal guardians;
- the views of the Headteacher at the school;
- any applicable medical history and views obtained by the parents/legal guardians from a medical professional(s);
- whether the child has previously been educated outside of the normal age group;

- any applicable information about the child's academic, social and emotional development; and
- if the child would have fallen into a lower age group had they not been born prematurely (as applicable).

Decisions will be issued to parents/legal guardians setting out the Admissions Committee's reasons.

Please note that if the application is granted, and has been made during the normal admissions round, the child will be still subject to the school's oversubscription criteria and will not be given any preference beyond that set out in the oversubscription criteria.

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.

Parents/legal guardians have the right to appeal to a refusal to admit their child (see section 5 above). 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

The Trust reserves the right to withdraw the offer of a school place where false evidence is found to have been received in relation to the application.

Privacy Notice

In making an application for admission, parents/legal guardians provide personal, sensitive information in relation to their child and themselves. This information will be stored in accordance with the trust'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 St Anne's 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 Rochdale Borough Council by 15 March and publicised on the St Anne's Academy 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, Rochdale Borough Council 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

Useful Links

To apply for a Year 7 place at St Anne's Academy:

https://rochdale.gov.uk/school-admissions-appeals/apply-secondary-school-place

To view a list of member churches of Churches Together in Britain and Ireland:

https://ctbi.org.uk/member-churches/

To view a list of members of the Interfaith Network as at its closure on 21 January 2025: www.interfaith.org.uk.

Academy website:
http://www.stannesacademy.org.uk

Notes and Definitions

1. **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, 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.

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

3. **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.

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

5. The Cranmer Education Trust has defined "**sibling**" as full, step, half, foster and adopted brothers and sisters living at the same address at the time of submitting the application and on roll at the school on 01 September of the year of admission.

6. 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)

7. **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).

8. **Other major world faiths** are defined as Buddhism, Hinduism, Islam, Judaism, Sikhism which were members of the UK Interfaith network up to the closure of the charity on 21 January 2025 due to the withdrawal of government funding confirmed 21 February 2024. A list of members can be found at www.interfaith.co.uk.

9. **Home** is defined as the place where the child wakes up for the majority of Monday to Friday mornings.

10. 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.

11. **Children of UK Service Personnel**

Families of UK Service Personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A place at St Anne's can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. Parents must be able to provide some certainty with a relocation address in order for the admissions authority to apply the oversubscription criteria fairly and lawfully. Where a parent is unable to provide confirmation of a relocation address, an indication of the area must be provided, narrowed down as far as possible.

For the children of Armed Forces families and crown servants returning to the UK or Rochdale Metropolitan Borough at the end of their service, an Academy place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK.

12. **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.