



Archbishop Tenison's School

GOVERNORS' ADMISSIONS POLICY FOR SEPTEMBER 2019 ENTRY

INTRODUCTION

We have a great history, one that goes back to 1685, but we are always looking to the future and are open to new ideas and approaches which enable our students to achieve their full potential.

Archbishop Tenison's is a small school and this helps to create a real family atmosphere with all the students known by the staff. Students achieve at Tenison's, whether it is the high flier with a string of A grades and a place at a top university or someone who just needs that extra push to help them on the way to further education or into their chosen career.

Everyone is expected to work hard and do their best. We want to offer a rounded education that means our boys and girls leave the school able to go out into the world as good citizens.

We encourage you to visit us to see for yourselves what we can offer and how we motivate our students to do their best.

ADMISSIONS

Most students will be admitted at age 11, though in-year applications will be considered in all years. The number of admissions for the year commencing September 2019 has been approved by Lambeth as 92.

Governors have agreed that, as a mixed school, we will aim to have a balanced intake of boys and girls in years 7 to 11. In addition, they have agreed that 70% of places under the Foundation criteria, will be available to children from worshipping Anglican families and other Christian denominations. The remaining 30% will be open to everyone under the Open Admissions criteria.

APPLICATIONS

Before completing the Common Application Form (CAF) and Supplementary Information Form (SIF), prospective students and their parents/carers should read the current school prospectus carefully. The School extends a serious and sincere commitment to every student admitted to the school in regard to their progress, achievement and welfare.

The offer of a place at the School establishes an implicit contract with you, the parent(s), to assist your child in regular and punctual attendance, in completing homework assignments, in wearing the required school uniform, and in observing the highest standards of behaviour both on and beyond the school premises. We ask students applying for a place at the school, and their parents or carers, to understand and accept their commitments throughout their child's education at the school.

We also strongly recommend that you visit the school on one of our Open Days, to see the school at work and to ask any questions that would assist you in making your choice of school.

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents/carers must complete their home Local Authority's Common Application Form (CAF) and return the form to that Authority by 31st October 2018; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents/carers must also complete the school's SIF and return this direct to the School by 4pm on Friday 19th October 2018. This SIF allows us to invite all applicants to sit the Lambeth Banded Admissions Test at a date in mid-November to be advised.

For families applying for a Foundation place, the SIF is needed in order for the school to consider the application under the church criteria.

Where no SIF is provided or where the application arrives after the deadlines indicated above, consideration for a place can only be made under the Open criteria and these applications will only be considered after all on-time Banded applicants have been considered for a place.

RANGE OF ABILITY

As a Voluntary-Aided Church of England Comprehensive school, we are committed to offering places across the full range of academic achievement and potential.

All applicants seeking admission through the Year 7 secondary transfer process are required to take a standardised test in verbal reasoning, non-verbal reasoning and numeracy set by GL Assessment. This test, known as the Lambeth Banded Admissions Test, is used by the majority of Lambeth secondary schools to ensure a balanced intake and children will only need to take the test once at a centre of their families' choosing with results shared across all Lambeth schools.

On receipt of the results of these tests, applicants will be placed in one of three broad ability bands:-

Band A: Above Average

Band B: Average

Band C: Below Average

The school will normally admit 30% from band A, 50% from band B and 20% from band C

PLACES

There are two types of places: **FOUNDATION** and **OPEN**

In each of these categories the admissions criteria will be applied separately to each ability band until all the places are filled. If there are fewer applicants than places in any of these bands, the empty spaces will be filled as follows:-

- ***Band A from band B***
- ***Band B alternately from band A and band C***
- ***Band C from band B***

Any unfilled foundation places will become open places and be added to the appropriate Open band to ensure¹

FOUNDATION

(64 places in total with numbers from each band as follows:- 19:32:13)

The Governing Body has designated 70% of the available places to students who are from worshipping Anglican families and worshipping families of other Christian denominations. If there are more applicants than places available, places will be allocated according to the following criteria in order of priority:

- Looked after children or Previously Looked after children (**see note 1**)

- Children from worshipping Anglican families (**see note 2**)
- Children from worshipping families of other Christian denominations (**see note 3**)
- Siblings: Applicants with another child from the same family already at the school and expected to be on roll in September 2017 (**see note 4**)
- Nearness of the child's home address to the school (**see note 8**)

OPEN

(28 places in total with numbers from each band as follows:- 8:14:6)

30% of places will be allocated in this category.

Parents applying for an Open Place do so knowing that the school aims to provide an education based on Christian principles, and therefore Governors ask that all students will take part in the Christian worship of the school and will attend Religious Education lessons.

- Looked after children or Previously Looked after children (**see note 1**)
- Medical and/or Social reasons (**see note 7**)
- Up to five places are initially reserved for students from each of the parishes of St Martin-in-the Fields and St James's, Piccadilly (**see note 5**)
- Siblings: applicants with another child from the same family already at the school and expected to be on roll in September 2017. (**see note 4**)
- Students with an exceptional and professionally supported social or medical need for a place at this school. This must be supported by written evidence, e.g. from a doctor, social worker or educational psychologist, which sets out why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. (**see note 7**)
- Nearness of the child's home address to the school. (**see note 8**)

NOTES ON THE ADMISSIONS CRITERIA

1. Looked after children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children who were looked after immediately prior to being adopted, or who became subject to a residence order. (Now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after.
2. Evidence of religious commitment of children and their families will be established by production of the Clergy Form section of the SIF signed by the family's administering priest at the time of application..
3. 'Other Christian denominations' are those belonging to ecumenical bodies in full membership of the Churches Together in Britain and Ireland (CTBI), and the current list of recognised bodies may be

consulted at the School. Here, too, a confirmatory letter from the appropriate priest or minister will be required at the time of application.

4. "Sibling" is defined as a full, half or step brother or sister living at the same home address. It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.
5. The reservation of places for students from these two parishes reflects a historic link, which the Governors would wish to continue.
6. This category relates to families who wish their children to be educated in a church school, supporting the Christian ethos of the school.
7. Consideration will be given on an individual basis to an application from parents or carers who can demonstrate **at the time of applying** that the prospective student will gain a social, pastoral or educational benefit specifically from attending Archbishop Tenison's School. Supporting written evidence from, for example, a social worker, medical practitioner or educational welfare officer, must accompany the application form.
8. Distance will be measured in a straight line from the main entrance of the child's home address to the main entrance of the school. Applicants from the same block of flats will be treated as living the same distance from the school, regardless of the floor on which they live. Where parents share responsibility for the child, the address at which the child spends the majority of school nights (Sunday to Thursday nights) will be considered the home address.

Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

APPEALS

Parents of applicants who have not been offered a place have the right of appeal and such appeals are heard by an independent appeals panel. This should be done in writing within 20 days of the date of the letter concerning the Governors' decision not to offer a place.

THE WAITING FILE

When oversubscribed, a waiting file is maintained; when a place becomes available it will be filled 'like to like' by a student meeting the same criterion. When a new child is added to the waiting file it is re-ordered in accordance with the oversubscription criteria as described above, i.e. it is not a chronological list. The waiting file will remain active until the end of the autumn term in the admission year, as it is assumed that by this time the student will be happy and settled elsewhere. Parents may, however, contact the school after this time if they wish their child to remain on the active waiting file. Placing a child on it does not affect the parent's right of appeal.

EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP

Children are normally educated in school with others of their age group. However, in exceptional circumstances, parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Unique and valued before God

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.