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**Bishop
Perowne**
Church of England College
Endeavour Forever

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C. Approval

This document is a controlled document authorized for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

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1 OVERVIEW

1.1 Purpose

Refer to Section 2 Policies and Procedures

1.2 Scope

Refer to Section 2 Policies and Procedures

1.3 Reviews

This policy will be reviewed annually or when the need arises.

1.4 Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

2 POLICY AND PROCEDURES

2.1 Introduction

At Bishop Perowne Church of England College every student is valued, respected and entitled to develop to their full potential. The College would like to take every potential student who wishes to come here but the space and teaching staff available means that the College can only accept 240 students in any year group. Therefore the College has to set oversubscription criteria to be applied when applications exceed the number of places available.

Bishop Perowne acts as its own Admission Authority and as such it is the Governing Body which determines the admissions criteria, conditions and procedures. The College utilises the services of the County Council to collate the application forms from parents/carers.

The Governors are bound by Law to act in accordance with the various requirements set out in the School Admissions Code which came into force on 19th December 2014 and subsequent amendments. These requirements include, statutory consultations concerning admission criteria, joining in with the Local Authority's co-ordinated admissions scheme for secondary schools, co-operation with the Local Admissions Forum and the provision of places for children with Educational Health & Care Plans and Looked After Children – also known as Children in Public Care.

The purpose of this document is to set out the Governors' policy in respect of admissions generally, entry into Year 7 each September and In-Year and Outside the Normal Admissions Round admissions.

2.2 Admissions Generally

The Governors will follow in all respects the requirements of the School Admissions Code which came into force on 1st September 2021 together with any amendments subsequently enacted by Government.

Decisions on the admission of individual children will be delegated to the Admissions Committee, the members of which will be appointed each year at the first Board Meeting of the academic year. In urgent cases, i.e. applications for transfer, decisions on the admission of individual children will be delegated to the Headteacher and Chair of Governors. The Terms of Reference for the Committee are attached at Appendix 1.

2.3 Entry into Year 7 – the Normal Admission Round

The Governing Body will review each year its criteria, conditions and arrangements for admission the following September. If relevant, these will be sent for consultation in the usual way and when finalised will be made available to prospective parents/carers.

The College adopts and follows guidelines in the Local Authority's current Fair Access Protocol.

The current admissions criteria are set out in Appendix 2.

In-Year and Outside the Normal Admissions Round Applications (hitherto known as Transfer Applications).

The Governing Body will also determine each year its criteria, conditions and arrangements for admission outside the normal admission round. This will involve parents wishing to transfer their child between High Schools. Please refer to Appendix 4.

2.4 Admission of Children outside their normal age group

Children will be accepted for the academic year group in which they were born. However parents/carers can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The Governing Body will make the decision based on the circumstances of each case. Parents/carers should make their request in writing or via email to the Headteacher, setting out the reasons why they believe their child should be taught outside their chronological age group. If parents/carers wish to provide any supporting information, they may do so but are not required to. The Headteacher will share their views on the request with the Governing Body, who will make the final decision on the basis of the circumstances of each case and in the best interests of the child concerned. The decision on the year group the child should be admitted to will be communicated to the parent and will set out the reasons for the decision.

3 APPENDIX 1 – ADMISSION COMMITTEE TERMS OF REFERENCE

The role of the Admissions Committee is to: -

- Recommend to the Governing Body each year criteria and arrangements for admission in respect of both the Normal Admission Round and Outside the Normal Admission Round applications.
- Recommend to the Governing Body any changes in the Pupil Admission Number (PAN) in agreement with the Local Authority.
- Ensure that the School Admissions Code, which came into force on 19th December 2014 is followed in all respects.
- The Governing Body Admissions Committee will be consulted in respect of any outside the normal admissions round applications which it is thought would prejudice the provision of the efficient education of other Bishop Perowne Church of England College students and/or prejudice the efficient use of resources.

The Governing Body at its first meeting in the academic year will determine the composition of the Committee.

In the event of oversubscription the Admissions Committee will meet to determine applications received in the Normal Admission Round. The quorum for this meeting is a minimum of five Governors. The Committee will rank at this meeting all applications in accordance with the existing criteria. This allows the Admissions Officer, in conjunction with the Headteacher and Chair of Governors, to fill any vacancies as soon as they arrive without having to wait for a further meeting.

Any Governor with a personal interest in any applications for admission received, for instance in respect of a relative, is to declare that interest at the relevant meeting and they shall relinquish voting rights in respect of the particular application.

All meetings will be minuted, the minutes being made available for the following Board Meeting.

4 APPENDIX 2 – ADMISSIONS SEPTEMBER 2026

Bishop Perowne Church of England College offers its students: -

- An education which will meet the needs of each individual child;
- A full range of sporting and cultural activities including the performing and creative arts as well as science, technology, engineering and mathematics (“STEM”);
- A structure of care, guidance and support to back up the high standards of discipline and behaviour which are expected;
- Access to vocational and Post-16 education provided by other colleges and schools;
- Participation in a community whose ethos is based in Christian values;
- The objective of becoming a full and rounded citizen.

The Governors of Bishop Perowne Church of England College currently have 240 places available for entry in Year 7.

The following pages give full details of the application procedure, the oversubscription criteria, the closing date for applications and further information. These details, which together make up the conditions for admission, are important. If there are any queries, the Admissions Officer/Headteacher’s P.A. (01905 746800) would be pleased to help.

4.1 Introduction

Bishop Perowne seeks to prepare its students for adult life within a Christian context, particularly as practised in the Church of England. The College's ethos and aims, as set out in the prospectus, reflect its foundation.

Bishop Perowne has no catchment area and students can come to the College from all over Worcester city and the surrounding area. In this College, founded and supported by the Church of England, the Governing Body has full responsibility for admissions.

IF YOU ARE APPLYING FOR A PLACE AT BISHOP PEROWNE, YOU MUST APPLY BY THE DATES SET OUT BELOW.

The Local Authority is required by law to operate a co-ordinated admissions scheme for secondary schools (i.e. schools who admit children at age 11 or older). All applications for places are coordinated by the home local authority. All applicants must complete the common application form (CAF) for the home local authority. Under the scheme, it is required to ensure that only one offer of a school place is awarded to students. Accordingly, the Local Authority will write to all parents and carers on or around the 1 March 2026 to advise at which school a place has been offered. This means that although it is the Governors who determine to whom to offer a place, it will be the Local Authority who co-ordinates admissions and who will advise parents - not Bishop Perowne.

There are currently 240 places available for admission into Year 7. In the situation where the College receives more applications than there are places available the oversubscription criteria detailed below will be applied. The criteria comply with the School Admissions Code (2014) as published by the Department for Education.

4.2 Procedures

The Governors are required to determine the oversubscription criteria for admission. These are set out below. The criteria comply with the School Admissions Code (2014) as published by the Department for Education.

The Governors will take great care in considering every application, and will allocate places strictly according to the oversubscription criteria when the situation arises that there are more applications than there are places available. These will be applied in order, all applications meeting criterion 1 being admitted before considering those meeting criterion 2, and so on until all places are filled. If there are more applications which fall within one of the criteria than there are places remaining, places will be allocated based on our oversubscription criteria.

4.2.1 Education Health and Care Plan

Any child with an Educational Health and Care Plan that names Bishop Perowne Church of England College will be admitted.

4.2.2 Oversubscription Criteria

If there are more applications than there are places, the Governing Body's Admissions Committee will assess each application in order of the College's criteria, which are as follows:

4.2.3 Relevant Looked After and Previously Looked After Children

'Looked after' means all those currently accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously accommodated by a Local Authority but immediately after being looked after, were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or became subject to a child Arrangement Order or Special Guardianship Order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

4.2.4 Relationship as brother, sister or sibling of a student attending the College and who will still be attending at the time of admission

The term 'sibling' shall include step siblings, foster siblings, adopted siblings and other children living permanently at the same address but not cousins or other family members. In the event of a multiple birth or a same cohort sibling, all siblings will be offered places even though this might raise the intake number above the PAN. However, in this case the PAN will remain unchanged.

4.2.5 Children who have a specific social or medical health need

A written statement from an appropriate professional source such as a medical practitioner or recognised social worker must support such applications. An example of such a need would be where one or both

parents/carers or the child has a disability that may make travel to a school further away more difficult. The written statement must make clear the particular reasons why Bishop Perowne is the most suitable school and the difficulties that would be caused if the child has to attend another school. This must accompany the application.

4.2.6 The active involvement of parent and/or child in an Anglican Church

The active involvement of parent and/or child in an Anglican Church and whose application is supported in writing by a minister of that Church on Form B. This form should accompany the application, or be received no later than 31 October 2025. See note below on definition.

4.2.7 The active involvement of parent and/or child in another Church

The active involvement of parent/and or child in the work and worship of a community of any other established religious faith, which supports the ethos of the school. The leader of the religious community, using Form B, must support the application. This form should accompany the application, or be received no later than 31 October 2025. See note below on definition.

4.2.8 A parent or carer who is employed by Bishop Perowne Church of England College at the time of application

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

4.2.9 Children who live nearest to the school by the shortest straight line distance

The measurement will be taken using the Geocode Points for each property and the Geocode point for the centre of the College. The measurement will be supplied to the College by the Local Authority who use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated on a first come, first serve basis.

4.3 Late Applications

Late applications received between 31st October 2025 and 31st January 2026 may be treated on time only in the following circumstances:

- Where a family have just moved address
- Where it is agreed by the Governors that individual circumstances apply and the delay was reasonable given the circumstances of the case

In each case independent supporting documentary evidence will need to be submitted with the application.

Late applications will receive a lower priority and will only be considered after the applications received (or deemed to be) on time.

4.4 Important Notes

PARENTS/CARERS SHOULD READ THE FOLLOWING NOTES CAREFULLY. THEY FORM PART OF THE CONDITIONS OF ADMISSION.

The Governors would not wish the procedure to be misunderstood in any way and the Admissions Officer/Headteacher's P.A. (01905 746800) would be pleased to answer any questions. The attention of parents/carers is particularly drawn to the following.

4.4.1 FOR APPLICATIONS FOR ADMISSIONS

All applicants must complete the common application form (CAF) for the home Local Authority by 31 October 2025. The CAF can be completed on-line at www.worcestershire.gov.uk/admissions. A paper application form is available from the home Local Authority upon request

The Bishop Perowne Application Form Form A: Parents/carers are asked to submit this to Bishop Perowne Church of England College by 31 October 2025.

IT IS ESSENTIAL THAT ALL APPLICATIONS AND ALL SUPPORTING INFORMATION BE RECEIVED BY THE DATES SET OUT. FAILURE TO DO SO MAY MEAN THAT YOU ARE NOT OFFERED A PLACE.

Definition of 'active involvement of parent and/or child in an Anglican Church/another Church

The definition of Active members are those that have attended church at least once a month for a period of at least 12 months prior to the application. Confirmation of attendance is required to be submitted with your application and must be in writing from the minister.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or, in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

If you are not offered a place at Bishop Perowne.

You have the right to appeal against the Governors' decision. Please note however that these appeals are against decisions taken in the light of the information presented in accordance with the application procedures, and in relation to the stated criteria for admission. Appeals must be made in writing to the Admissions Officer at the school. Appeals are heard by an independent panel who will be provided with all correspondence, application forms and supporting information at the Appeal hearing.

If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31st December 2026.

If you are offered a place.

You will be notified by Bishop Perowne if you have been offered a place at the College. As above, Worcestershire County Council will formally advise parents/carers on 1 March 2026 if their application to Bishop Perowne has been successful. Parents/carers are asked to accept the offer of a place within 14 days. Failure to do so may result in the offer being withdrawn and the place being offered to another family. Bishop Perowne would however give adequate notice if this were likely to happen.

IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CONTACT THE ADMISSIONS OFFICER WHO WILL BE PLEASED TO HELP.

Important Dates

31 October 2025	Closing date for applications
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The Admissions Officer/Headteacher's P.A. will be pleased to help with any queries about the application process and can be contacted on 01905 746800.

5 APPENDIX 4 – IN YEAR ADMISSIONS POLICY

In-Year Admissions: Following full public consultation the Cabinet of the County Council approved, for Worcestershire Residents, a Scheme for In-Year Admissions to be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. Details are available via this link <https://www.worcestershire.gov.uk/coordinatedschemes>

6 APPENDIX 5 – FORMS A AND B

Form A (attached) to be completed for all applications and submitted to the Admissions Officer at the school no later than 31st October 2025. Parents/carers are also expected to complete the on line Worcestershire County Council application form (CAF).

Form B (attached) to be completed for applications made under the criteria as referenced in this Policy at 4.2.6 and 4.2.7.

7 GLOSSARY

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document “REF-02 Glossary of Terms”.

C

CAF Common Application Form

S

STEM Science, technology, engineering and mathematics

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