



Admission Arrangements

Admission Arrangements for entry for the academic
year 2024-2025



**The Park
Academies
Trust**

The Deanery CE Academy is part of The Park Academies Trust. The Trust is the Admission Authority for the school, but delegates formal determination to the Admissions Committee (under the Scheme of Delegation).

Applications for places for **Year 7 entry starting in September 2024** should be made using Swindon Local Authority's coordinated admissions process. Further details are given below.

In year applications (that is, applications to all year groups made during the school year) and **other year applications** (that is, for pupils wishing to join year groups other than Year 7 at the start of an academic year) should be made via the following link:

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/changing_or_transferring_to_a_swindon_school

Deanery CE Academy is an 11-18 Academy with a faith designation and a Christian ethos that is distinctive and inclusive. The Deanery CE Academy is distinctive because all decisions about the Academy are taken through the lens of our Christian worldview. This means that we are also inclusive. We see everyone, students and staff alike, as people created by God who are to be valued equally and uniquely within our community.

Pupils are admitted to The Deanery CE Academy at age 11 to Year 7 without reference to ability or aptitude. Our arrangements for this are detailed below.

Definitions and Details

Parent

Parent refers to the natural or adoptive parents of a child (irrespective of residence, contact or parental responsibility) and non-parents with care or parental responsibility.

Sibling

Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the cohabiting partner, foster brother or sister where the child for whom the Academy place is sought is living in the same family unit at the same address as the sibling who is attending The Deanery CE Academy at the time of admission. Sibling does not include the children of friends or extended family members living at the same address.

Looked After Child

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 function defined by Section 22 (1) of the Children Act 1989. This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order or children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided.

Children of Staff

Staff are defined as employees being on the permanent payroll of The Park Academies Trust with The Deanery CE Academy as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes foster children. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 2).

Children of UK Armed Forces Personnel

Children of UK Armed Forces personnel/Crown servants moving to the area do not need to live at their new address when the application is submitted if it is accompanied by a formal letter confirming their unit postal or quartering address.

Waiting List

If your child has been refused a place at The Deanery CE Academy, he or she will automatically be placed on the Academy's waiting list. Names can only be removed from the list if a parent has requested that we do so or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. The Academy will keep a waiting list for **each Year 7** cohort for one academic year after the date of admittance.

Late Applications

The closing date for applications to the LA coordinated scheme for **Year 7 entry** is the 31st October 2024. Applications may be submitted after this date but they will be considered as late applications, which means they will not be considered until all the on-time applications have been considered. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

Applications for admission outside of normal age group

On very rare occasions, you may feel it is in your child's best interests for them to be admitted to school outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. To apply for an admission outside of the normal age group for your child, you will still need to complete the relevant application form and should also complete the academy's supplementary information form (Appendix 1).

Appeals Procedure

Any child who is refused a place at the Academy has the right to appeal against this decision to an independent panel. Details regarding how to appeal, including the deadline for lodging an appeal can be found on the Admissions page for the school. The Academy will arrange for an independent panel to consider the appeal, in line with the Appeals Code.

False information. Any place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false address, will be withdrawn. It is for the parents or carer to satisfy the Admissions Committee of their circumstances, as they apply to the admission criteria at the time of application.

Admission into Year 7, September 2024

Admissions Procedure

Applications must be made through the Local Authority's Coordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. The deadline for applications is 31st October 2023. Offers of places will be made on 1st March 2024 (national offer day). Late applications are dealt with in accordance to the scheme procedures. Full details of the scheme can be found on their website at www.swindon.gov.uk

Those parents wishing to have their application considered under the pupil premium, faith or staff criterion must also complete a Supplementary Information Form (SIF) which is included at the end of this document. This must be submitted by post by 31st October 2023 to: The Park Academies Trust at the following address: The Park Academies Trust – Admissions, c/o Abbey Park School, Redhouse Way, Redhouse, Swindon, SN25 2ND or by email: admissions@theparkacademiestrust.com

Published Admissions Number (PAN)

The published admission number (PAN) of children aged 11 for the academic year commencing on 1st September 2024 will be 210.

Children with an Education Health and Care Plan

Children with an Education Health and Care Plan (EHCP) will always be admitted where the plan names The Deanery CE Academy as the designated school. Children admitted through the EHCP process are admitted under separate statutory arrangements managed by the relevant Local Authority and are not admitted under this policy.

Oversubscription Criteria

When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

A "Looked After Child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) 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" (LAC) 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 "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Pupil Premium

Children eligible for the pupil premium such that up to 21 of children admitted within each year group are in receipt of the pupil premium. The distance tie break will be used when the number of pupils in each year who are eligible for the pupil premium exceeds 21 children.

Children eligible for the pupil premium including the Service premium. Parents/ guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form (Appendix 4) .

3. Priority Area

Priority will next be given to 106 children living within the priority area set out in the map at the end of this policy in the order set out below:

- Any children registered as eligible for Pupil Premium who live within the priority area, but were not offered a place under criterion 2
- Siblings of pupils attending this school at the time of admission
- Other children living in the priority area.

Children living on the boundary line will be considered to be living within the priority area.

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

4. Siblings of pupils attending the school at the time of application

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

5. Children of Staff

Children of staff will be considered, where the member of staff has worked at the academy for two or more years at the time at which the application for admission to Deanery CE Academy is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form (Appendix 2) .

6. Faith based

Remaining places will be allocated to Christian children prioritised in the following order:

- a) Those who are 'at the heart of the church'
- b) Those who are 'attached to the church'

'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

For the purposes of these admission arrangements 'other 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, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at

https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf

Establishing Faith

'Faith' will be established by a Supplementary Information Form (Appendix 4). Parents will be required to complete the Supplementary Information Form to provide evidence of eligibility with their application:

- An applicant "at the heart of the church" would be a regular worshipper who worships twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.
- An applicant "attached to the church" means an infrequent worshipper, i.e. who has worshipped less than twice a month or for less than two years prior to the date of application.

The usual period of time over which church attendance is considered is a minimum of two years. Where a family has recently moved into the area, worship at their previous church should be considered.

7. If any places still remain, they will be allocated to other children.

Tiebreaker

Proximity to the Academy

Proximity to the school with those living closest to the school having priority calculated by:

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation

In the event that two or more children live at the same distance from the Academy (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Twins, triplets and higher multiple births

In the case of multiple births the Admissions Committee will admit all the children.



Appendix 1: APPLICATION FOR ADMISSION OUTSIDE NORMAL AGE GROUP

Please read before completing the form: This form is not an application for admission and needs to be completed in addition to the relevant application form in instances where admission is sought to a year group outside of a child's normal age group. This form should be completed and submitted to The Park Academies Trust as soon as possible, and preferably before the application for admission itself has been submitted.

Applications may be made for a number of reasons, for example where the candidate is considered to be gifted or talented and wants to be admitted to the year above, or where the candidate has experienced problems such as ill health or family issues and wants to be admitted to the year below. The candidate may have been educated outside normal age group at primary school and wants to continue her education without skipping or going back a year.

Determination of applications for admission outside normal age group is at the sole discretion of the Admissions Committee, and whilst there is a statutory right to appeal against the refusal of a place at an academy for which they have applied, this right does not apply if the candidate is offered a place at the academy but it is not in their preferred age group. However, a complaint may be submitted under the academy's Complaints Policy.

The Admissions Committee will consider the circumstances of each case and make a decision in the best interests of the candidate. The Admissions Committee will take into account:

- The parents' views;
- The Principal's view;
- Information provided about the candidate's academic, social and emotional development;
- Where relevant, the candidate's medical history and the views of the candidate's medical professionals;
- Where relevant, whether the candidate has previously been educated outside of their normal age group;
- Whether the candidate would have naturally have fallen into a lower age group were it not for having been born prematurely;
- The effect of the candidate ceasing to be of compulsory school age in a year group other than Year 11.

This is a non-exhaustive list, and there may be other factors that the person completing this form feels are relevant and the Admissions Committee should consider.

Please state the candidate's official name only, and use block capitals throughout.



Appendix 1 - Supplementary Information Form for a candidate applying for admission outside of normal age group at The Deanery CE Academy

Please complete all the details in BLOCK CAPITALS, tick the relevant boxes and return this form directly to The Park Academies Trust at the following address: The Park Academies Trust – Admissions, c/o Abbey Park School, Redhouse Way, Redhouse, Swindon, SN25 2ND or by email: admissions@theparkacademiestrust.com

TO BE COMPLETED BY PARENT/GUARDIAN

Pupil Details:

Pupil's Surname: _____

Pupil's Forename(s): _____

Pupil's current address:

Pupil's Date of Birth: _____

Pupil's normal school year group: _____

Year group into which admission is sought: _____

Has the pupil previously been educated outside their normal age group? Yes No

Reasons why it is in the best interest of the pupil to be admitted outside their normal age group

Please list any supporting documents attached

Signed Date

Parent/Guardian/Candidate



Appendix 2 - Supplementary Information Form for a parent employed at The Deanery CE Academy seeking admission for their child to The Deanery CE Academy 2024-2025

This form should only be completed by a parent employed by The Park Academies Trust at The Deanery CE Academy if applying for consideration of a place in Year 7 for 2024-25 academic year and wish to be considered under the oversubscription criteria:

'3. Any child of a member of staff based at The Deanery CE Academy and employed by The Park Academies Trust for two or more years at the time at which the application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. This includes step children, foster children and children of cohabiting partners.

Please complete all the details in BLOCK CAPITALS, tick the relevant boxes and return this form directly to The Park Academies Trust at the following address: The Park Academies Trust – Admissions, c/o Abbey Park School, Redhouse Way, Redhouse, Swindon, SN25 2ND or by email: admissions@theparkacademiestrust.com

Name of Child for which application is being made:

Date of Birth:

Address (if different to the parent employed by The Park Academies Trust at The Deanery CE Academy):

Name of Parent employed by The Park Academies Trust at The Deanery CE Academy:

Have you been employed at The Deanery CE Academy for two or more years? Yes No

If no, were you recruited to a vacant post for which there was a demonstrable skill shortage?

Yes No

Signed Date

This form should be returned to the Academy by 31st October 2023.

NB: This form should be completed in addition to the relevant application form, (which must be completed in order for the request to be valid).

Office use only

Date Received :

Criteria confirmed: Yes No



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Appendix 4 – School Admissions Supplementary Information Form

This application form should be used if you wish to apply for a place related to Pupil Premium, Service Premium and/or Faith. This form should be returned to the Academy by 31st October 2023.

Please complete all the details in BLOCK CAPITALS, tick the relevant boxes and return this form directly to The Park Academies Trust at the following address: The Park Academies Trust – Admissions, c/o Abbey Park School, Redhouse Way, Redhouse, Swindon, SN25 2ND or by email: admissions@theparkacademiestrust.com

NB: This form should be completed in addition to the relevant application form, (which must be completed in order for the request to be valid).

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename		Surname	
Relationship to the child			
Home Address			
Telephone number (Home)	Telephone	(Mobile or Work)	
Email address			

Child's Details						
Legal Forename(s)				Legal Surname		
Date of Birth	D	D	M	M	Y	Y
Current Home Address						

Please complete Section A for Free School Meals Pupil Premium and/or Section B for Faith SECTION A – Pupil Premium, Service Premium

Please tick which category applies to your child. The notes below explain what evidence you will need to provide.

Category 1	My child is entitled to be registered as eligible for free school meals	
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Category 2	My child has been registered as eligible for free school meals within the past six years	
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Category 3	My child is entitled to Service Premium funding	
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Notes

Category 1

Children are likely to be eligible for free school meals if the parents receive any of the following:

- Income Support
- income-based Jobseeker’s Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than
- £7,400 a year (after tax and not including any benefits you get)
- Children who are paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Children are also likely to be eligible for free school meals if the parents receive any of the above benefits and the child is both:

- younger than the compulsory age for starting school
- in full-time education

Parents will be required to provide evidence of eligibility with their application and an offer of a place may be removed if obtained on the basis of incorrect information.

Category 2

You will be required to provide some evidence of your child’s eligibility for free school meals within the last 6 years. This may be a letter from a previous school or your local authority confirming eligibility for free school meals or other evidence showing your child was registered as eligible for/ in receipt of free school meals.

Category 3

You will be required to provide some evidence of your child's eligibility to receive the Service primum grant. The following is indicative of the evidence required:

- Children whose parent(s) are serving in the regular UK armed forces,
- The children of regular armed forces personnel who were serving in the past 3 years,
- Children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

SECTION B – FAITH

If you or your child regularly worship at a Christian Church, please complete this section.

'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord

Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

For the purposes of these admission arrangements 'other 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, or which is a member of Churches Together in England or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at: [National Designated Churches](#)

Do you or your child regularly worship in an Anglican Church or any other Christian Church?	Yes/No
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If yes, please enter the name and address of the Church:

Please ask the Religious leader of your place of worship to complete the section below

Religious leader's recommendation

To the best of my knowledge the above parent and/or child attends religious services at the Church named above.

Please tick to identify whether they are either 'at the heart of the church' or 'attached to the church':

At the heart of the Church		Attached to the church	
An applicant “at the heart of the church” would be a regular worshipper who worships twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.		An applicant “attached to the church” means an infrequent worshipper, i.e. who has worshipped less than twice a month or for less than two years prior to the date of application.	
Please enter the name and address of the Church:			
Signed (religious leader)		Date	
Name (printed)		Position	

SECTION C – PLEASE COMPLETE

Declaration	
I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise The Park Academies Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.	
Signed (parent/carer)	Date