*’All God’s children’*

Our Ref:DS/lc

5 January 2015

Dear Headteacher

**Re: Admission Policy**

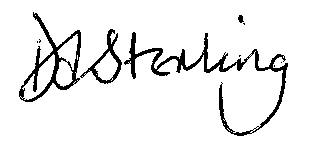
The Governors of Immanuel College would like to give notice of changes to its Admission Policy for the academic year 2016-2017.

Full details of the proposed policy can be found attached to this email and on the school website at: [www.immanuelcollege.net](http://www.immanuelcollege.net)

If a hard copy is required, please contact Katherine Cocksedge at the school’s address below.

The consultation period begins on January 5th 2015 and closes on March 1st 2015. Any comments or queries should be sent by March 2nd to the Revd Stuart Hacking at [stuart.hacking@immanuelcollege.net](mailto:stuart.hacking@immanuelcollege.net) or by post to the school at the address below.

Yours sincerely



Chair of Governors



|  |
| --- |
| **IMMANUEL COLLEGE**  **ADMISSIONS POLICY**  **2016-2017** |

## The Christian Ethos of Immanuel College

Immanuel means ‘God with us’. At Immanuel we believe that we are ‘All God’s Children’

## Aims of Policy

To outline College policy regarding admissions

## Policy Statement

Immanuel College, reflecting its Christian ethos, wants to encourage everyone to benefit from its caring, Christian supportive environment. It is open to those who are members of the Church community and those who are members of the local community. Children with statements of Special Educational Need or Education Health Care Plans, naming Immanuel College, will be allocated a place at the school. This is a statutory entitlement (under Section 324 of Education Act 1996) and is not part of the oversubscription criteria.

We are a Voluntary Aided Church of England school and therefore the governors are the admissions authority for the school. The admission number for Years 7 – 11 is 240 per year group and governors will apply the following policy only in the event that there are more applications than places available.

# APPLICATIONS TO YEARS 7-11

### Priority 1

Immanuel College gives first priority to all students who are in Local Authority Looked After care including Adopted children; those with a Residency Order, Child Arrangement Order and those with Special Guardianship immediately following being ‘Looked After’

*After this allocation, places will be offered as follows:*

### Priority 2: ‘Church Places’ Category

*Up to 50% of the remaining places will be allocated in the following order:*

1. Frequent worshippers at a Christian1 church. The worshipper may be the child, or one or more parents/carers. A frequent worshipper is one who attends worship at least twice a month or more frequently at a Christian1 church for the last two years.4
2. Regular but not frequent worshippers at a Christian1 church. The worshipper may be the child, or one or more parents/carers. A regular worshipper is one who attends worship at least once a month at a Christian1 church for the last two years.4
3. Children who have had a service of baptism, blessing or dedication within a Christian1 church.
4. Children who are at the time of application pupils at a Church of England school within the school’s Priority Area5 (see list C in the appendix).
5. Children who are at the time of application pupils at a Catholic Primary inside the school’s Priority Admission Area5 (see list D in the appendix).
6. Children who are at the time of application pupils at one of the Church of England schools outside of the school’s Priority Admission Area5 but within the Airedale or Bradford North deaneries in the Bradford Episcopal Area of the Anglican Diocese of Leeds [West Yorkshire and the Dales] or who attend Calverley Church of England VA Primary School (see list E in the appendix).
7. Children who are at the time of application pupils at a Catholic Primary school outside the school’s Priority Admission Area5 but within the Airedale or Bradford North deaneries in the Bradford Episcopal Area of the Anglican Diocese of Leeds [West Yorkshire and the Dales] (see list F in the appendix).
8. Those children of Immanuel College staff who have shown their commitment to the church school ethos by working at the school for two years or more at the time at which the application is made.

*In the event of oversubscription in any one of the above oversubscription criteria the following tie breakers will be used:*

**Tie Breaker 1:** those children who have a brother or sister3 already attending Immanuel who will be continuing at the College in the year for which the applicant will be admitted.

**Tie Breaker 2:** those children who have a permanent address nearest2 to Immanuel.

**Tie Breaker 3:** In the unlikely event of two or more applicants living equidistant from the school, the remaining places will be allocated by the drawing of lots

**Any unallocated places within the ‘Church Places’ will be added to the number of ‘Community Places’ available**

Applications for places within this ‘Church Places’ category of Priority 2 should be supported by the Supplementary Form (Appendix A) and the Minister’s Confidential Reference Form (Appendix B) completed by the relevant Vicar/Minister. The forms are published below as Appendix A and Appendix B and can be obtained from Immanuel College and also from the Local Authority. The completed supplementary forms should be returned to Immanuel College by 31 October 2015. Please note: if the sole grounds for applying for a church place is attendance at a Church of England or Catholic school, it is not necessary to complete a Supplementary Form.

**Please note it is the parental responsibility to ensure that the Supplementary form is submitted to the school, failure to do this will result in the application being ranked within ‘Community Places’ below.**

### Priority 2: ‘Community Places’ Category

*Up to 50% of the remaining places will be allocated in the following order:*

1. Those children whose permanent address is inside the local authority’s Priority Admission Area5 for Immanuel College and have a brother or sister3 already attending Immanuel College who will be continuing at the College in the year for which the application is made.
2. Those children whose permanent address is inside the local authority’s Priority Admission Area5 for Immanuel College.
3. Those children whose permanent address is outside the local authority’s Priority Admission Area5 for Immanuel College and have a brother or sister3 already attending Immanuel College who will be continuing at the College in the year for which the application is made.
4. Those children whose permanent address is outside the local authority’s Priority Admission Area5 for Immanuel College and have a permanent address nearest2 to Immanuel College.

*In the event of oversubscription in any one of the above oversubscription criteria the following tie breakers will be used:*

**Tie Breaker 1:** Those children whose permanent home address is nearest2 to the school.

**Tie Breaker 2:** In the unlikely event of two or more applicants living equidistant from the school, the remaining places will be allocated by the drawing of lots.

**Any unallocated places within the ‘Community Places’ will be added to the number of ‘Church Places’ available.**

## Right of appeal

Unsuccessful applicants have the right of appeal to an independent appeals panel. Appeal forms are available from the Local Authority’s Admission Team, telephone 01274 385967. Appeals should be made in writing within 20 days of receipt of the letter and sent to the address on the form.

# APPLICATIONS TO POST 16

All existing year 11 students at Immanuel College who wish to enrol for post 16 places are entitled to do so, providing that an appropriate viable course is available and students meet the requirements for entry to the chosen post 16 courses.

### External applications for a place in year 12

Places are available for external applicants. Places will be offered subject to appropriate, viable courses being available and students meeting the entry requirements.

The maximum number of places from other schools for academic year 2016 -17 will be 26 students.

If the number of external applicants exceeds the number of places available, the over-subscription criteria for pupils entering Year 7 will apply.

### The application process for external candidates is as follows:

1. Post 16 application form (appendix G) provided by the school office, completed and returned by Jan 31st 2016
2. Student invited for an interview to discuss provisional subject choices appropriate to the student’s ability, interests and predicted GCSE results up to October half term 2016
3. Letter of acceptance sent after the interview.
4. Current school contacted for information on predicted grades (appendix H)
5. Students to provide proof of external examination results before attending Immanuel College Post 16 provision.

# Footnotes

1. ***Christian*** in this policy is defined by those churches who are members of the ‘Churches Together in Britain and Ireland’ or who assent to the Nicene Creed.
2. ***Nearest*** in this policy is calculated by a direct line from the Ordnance Survey address point of the child’s permanent address to the main Reception entrance of Immanuel College as defined by the computer software used by Bradford Local Authority
3. ***Brother or sister*** in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.
4. ***Two years*** in this policy means that if a child or parent/carer has moved place of worship within the two years the previous place of worship can be used but this must be evidenced by another Minister’s Confidential Reference.
5. ***Priority Admission Area*** in this policy is defined by the area shown by the map attached at the end of this policy (Appendix I) and is also on the school’s and Bradford Council’s website:- (http://bso.bradford.gov.uk/council/Schools/CMSPage.aspx?mid=2163).

# Notes for “Transition” Admissions for September start for Year 7

Please note that in the case of any Year 6 student applying for a Year 7 ‘Community Place’ at Immanuel, the applicant should name Immanuel on the Common Application Form.

For any Year 6 student applying for a Year 7 ‘Church Place’, Immanuel’s own Supplementary information Form and the Minister’s Confidential Reference form must also be completed. The Supplementary Form and Minister’s Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also available from Immanuel College as well as the Local Authority. These should be returned to Immanuel College by the closing date, 31st October 2015.

The closing date for applications is 31 October and national offer date is 1 March unless either of these falls on a weekend or school holiday. In the event that 31 October or 1 March is not a ‘school day’ the date will be the nearest working day after that date

## Waiting List

Where a Year 6 child is refused an offer of a Year 7 place at Immanuel College due to oversubscription, parents and carers may contact the Local Authority Admissions Team and request that their child’s name be placed on Immanuel College’s waiting list. The waiting list will be maintained by the Local Authority until December of the academic year for which application was made. Waiting lists will be maintained in order of the oversubscription criteria.

# Notes for Admissions to Years 7-11 at any time of year (in year admissions)

Any parent or carer who would like to apply for a place at Immanuel College for Years 7-11 at any time other than transition (see above) must complete an ‘in-year common application form’ which is available from the Local Authority and should be returned to them. If the application is for a church place, a Supplementary Information form and Minister’s Confidential Reference form should also be completed and returned to the Immanuel College. The Supplementary Form and Minister’s Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also available from Immanuel College as well as the Local Authority and should be returned to Immanuel College separately from the ‘in-year common application form’ after completion.

**Please note that all admissions to Immanuel College for Years 7-11 are co-ordinated by the Local Authority.**

Appendix A

**IMMANUEL COLLEGE**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | SUPPLEMENTARY FORM APPLICATION FOR A CHURCH PLACE | | | | | | | | | | |  | |
| Date Received | |
| ( CHILD ) | | First name(s) | | | | | | | | | | Section 1 | | |
|  | | Last name | | | | | | | | | |  | | |
|  | |  | | | | | | | | | |  | | |
| Date of Birth | |  | | | | | Present School | | | |  | | | |
| Parent(s)/Carer(s) name(s) | | | |  | | | | |  | |  | | | |
| Permanent Address | | |  | | | | | | | | | | | |
|  | | | | | Postcode: |  | | Tel: | |  | | | | |
| **BROTHERS OR SISTERS AT SCHOOL**  This section should be completed if applicable | | | | | | | | | | | | Section 2 | | |
| Will the child have a brother or sister\* at Immanuel College who will be continuing at the College in the year for which the applicant will be admitted? Yes / No *\* Brother or sister in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.* | | | | | | | | | | | | | | |
| Name(s) |  | | | | | | | | | | | Form(s) | |  |
| LINKS WITH CHURCH | | | | | | | | | | | | Section 3 | | |

This section should be completed if applicable

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your religious denomination | | |  | | | | | | |
| Your church’s name (e.g. St John’s) | | | |  | | | | | |
| What are the child’s links with this church? | | | | |  | | | | |
| What are the parent(s)/carer(s)’ links with this church? | | | | | | |  | | |
| CHURCH REFERENCE | | | | | | |  | | |
| Name of Vicar/Minister/Pastor | | | | | |  | | | |
| Address |  | | | | | | | | |
|  |  | | | | | | | Postcode |  |
|  | Tel No: |  | | | | | | |  |
| It is essential that you tell this person that you have given his/her name as a referee and ask him/her to submit the confidential reference direct to the address below. | | | | | | | | | |

LINKS WITH SCHOOL **(**Only for staff members who have worked at Immanuel for two or more years)

Date when present employment commenced \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I apply for my child to be admitted to Immanuel College | | | | |  |
| Signed |  | (Parent/Carer) | Date: |  | (Year) |
|  | | | | | |

**Completed application should be sent on this form to:**

**Mrs S J Tiller, Immanuel College, Leeds Road, Idle, Bradford, BD10 9AQ.**

Appendix B

# IMMANUEL COLLEGE



# Minister’s Confidential Reference

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHILD:** |  | | | | |
|  |  | | | | |
| **Parent(s)/Carer(s)’ name(s):** | |  |  |  | |
|  | | | | | |
| Ministers, Vicars, Priests - please tick the appropriate boxesafter reading the notes at the foot of page. | | | | | |
| ***I can confirm that….*** | | | | | |
| **PRIORITY 2a** – The child or one or more parent(s)/carer(s) [delete which is not applicable] is a ‘frequent worshipper’ at my church | | | | | |
| ie worships\* at least twice a month or more frequently for the last 2 years | | | | | 🞏 |
| **PRIORITY 2b** – The child or one or more parent(s)/carer(s) [delete which is not applicable] is a ‘regular but not frequent worshipper’ at my church | | | | | |
| ie worships\* at least monthly for the last 2 years | | | | | 🞏 |
| **PRIORITY 2c** – The child has had a service of baptism, blessing or dedication in my church | | | | | |
|  | | | | | 🞏 |

|  |  |
| --- | --- |
|  | |
| If the child and parent(s)/carer(s) are unknown to you, or do not meet any of the above criteria, please tick the box | 🞏 |
| **NOTES TO MINISTER – PLEASE READ BEFORE COMPLETING FORM ABOVE** | |
| 1. \* ‘worship’ can mean weekday activities at your church that include an element of Christian worship. | |
| 2. The frequency of worship\* should be determined over a two year period. If the applicants are new to the area, applicants will also need to contact the Minister of their previous church who will also need to fill in a Confidential Reference | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  | **Vicar/Minister/Priest/Pastor of** |  | **Date** |  |

### Please return this form to

### The Head Teacher, Immanuel College, Leeds Road, Bradford, BD10 9AQ

### THANK YOU FOR YOUR KIND ASSISTANCE

Appendix List C

|  |
| --- |
| Idle C of E Primary School, Boothroyd Drive, Idle, Bradford, BD10 8LU |

Appendix List D

Our Lady & St Brendan's Catholic Primary School, The Bank, Bradford BD10 0QA

Appendix List E

## Airedale Deanery

|  |
| --- |
| Baildon C of E Primary School, Coverdale Way, Baildon, Shipley, BD17 6TE |
| Bradford Academy, Teasdale Street, Bradford , BD4 7QJ |
| Bradford Forster Academy, Fenby Avenue, Bradford, BD4 8RG  Christ Church C of E Academy, Wrose Brow Road, Windhill, Shipley, BD18 2NT |
| Heaton St Barnabas C of E Primary School, Rossefield Road, Bradford , BD9 4DA |
| Shipley C of E Primary School, Otley Road, Shipley, , BD18 2PT |
| St James' Church Primary C of E School, Chelwood Drive, Allerton, Bradford, BD15 7YD |
| St Philip's C of E Primary Academy, Whitby Terrace, Girlington, Bradford, BD8 9JL |
| Trinity All Saints C of E Primary School, Church Street, Bingley, BD16 2PP  Wycliffe C of E Primary School, Saltaire Road, Shipley, BD18 3HZ |

## Bradford North

|  |
| --- |
| Eccleshill St Luke's C of E Primary School, Fagley Lane, Eccleshill, Bradford, BD2 3NS  Westminster C of E Primary School, Westminster Road, Bradford, BD3 OHW |

**And also including:**

Calverley C of E Primary School, Towngate, Calverley, Pudsey, LS28 5NF

Appendix List F

|  |
| --- |
| St Anthony's Catholic Primary School (Shipley) BD18 1HD |
| St Clare's Catholic Primary School, Fagley Rd, Bradford BD2 3JD |
| St Columba's Catholic Primary School. Tong Street, Bradford BD4 9PY |
| St Cuthbert & the First Martyrs' Catholic Primary Scotchman Road Bradford BD9 5AT |
| St Francis' Catholic Primary School Myers Lane Bradford BD2 4ES |
| St Joseph's Catholic Primary School (Bingley) BD16 4HQ |
| St Mary's and St Peter's Catholic Primary School Upper Nidd Street Leeds Road Bradford BD3 9ND |
| St Matthew's Catholic Primary School Saffron Drive Allerton Bradford BD15 7NE |
| St Walburga's Catholic Primary School Victoria Park Shipley BD18 4RL |
| St William's Catholic Primary School Young Street Bradford BD8 9RG |

Appendix G



# Application for Admission to Immanuel College

# Post 16 2016-2017

|  |
| --- |
| Surname: Other Names:  Address:  Postcode:  D of B:  Tel number (home):  (mobile):  Email address: |
|  |

|  |
| --- |
| (For external applicants only)  Present School:  Address: |

|  |  |
| --- | --- |
| GCSEs to be taken in Y11 | Target Grades |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Signature of Student: Date:

Name of Parent/Carer: Mr/Mrs/Ms:

(In block capitals please)

Signature of Parent/Carer: Date:

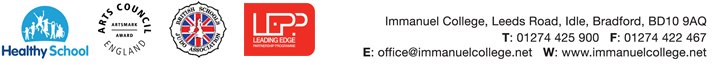
### Please note – if you are applying for a ‘Church Place’ please fill in the Supplementary Information Form as well (as described in the Admission’s Policy).

### Please return this form (plus Supplementary Information Form if necessary) to Vicky Sutcliffe at the address below.

Immanuel College, Leeds Road, Idle, Bradford, BD10 9AQ

**T**: 01274 425900 **F**: 01274 422 467

**E**: office@immanuelcollege.net **W**: www.immanuelcollege.net



Appendix H



# Immanuel College post 16 –applicant information

The student named below has made an application to join year 12 at Immanuel College.

Thank you in advance for your help

Ms J. Welding

Assistant Headteacher

|  |  |
| --- | --- |
| Student name | DOB |
| Any further information |  |
| Subject | Predicted results |
| English |  |
| Mathematics |  |
| Science |  |
| Other subjects |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Signed Date

Position

Please return by email/fax to:

Vicky Sutcliffe

Pastoral Officer

Immanuel College, Leeds Road, Idle, Bradford BD10 9AQ

Tel: 01274 659821

Fax: 01274 659848

[Vicky.sutcliffe@immanuelcollege.net](mailto:Vicky.sutcliffe@immanuelcollege.net)

Immanuel College, Leeds Road, Idle, Bradford, BD10 9AQ

**T**: 01274 425900 **F**: 01274 422 467

**E**: office@immanuelcollege.net **W**: www.immanuelcollege.net

Immanuel College, Leeds Road, Idle, Bradford, BD10 9AQ

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# Appendix I: Immanuel College Priority Admission Area

