

Bishop Justus Church of England School

Admission Arrangements for 2027/2028

Bishop Justus Church of England School seeks to serve its community in the name of the Church by ensuring excellent education in a Christian setting. The academy's distinctive ethos and approach are offered to all members of the academy and we welcome applications from all members of the community. Parents applying for places do so knowing that Bishop Justus Church of England School provides an education based on Christian principles.

Academy Ethos

We want our students to have a strong character and be aspirational. The virtues we hope to nurture in our students are many, but in particular faith, hope, love, wisdom, courage and kindness. We want to develop our students to be hard-working and thoughtful individuals who care for themselves and others. Rigorous academic skills and a strong work ethic need to go hand in hand with compassion and empathy in the character of a Bishop Justus student. Bishop Justus Church of England School is part of the locally agreed coordinated admissions scheme. Parents must complete their home authority's Common Application Form (CAF) and return the form to the home authority by 31 October 2026; if applying for a place at this academy parents must name this academy as one of the preferences on the CAF.

The academy is fully inclusive and welcomes applications for the admission of all abilities and needs. The academy fully complies with its responsibilities under the Equality Act 2010.

If an application is being made for an Aquinas or Open Place, the **only** form required for completion is the **CAF**.

Oversubscription Criteria at the Academy

The academy has a published admission number (PAN) of 240 places for entry into year 7 in September. **If there are more applications than places available, priority will be given in the following order:**

A Child looked after and previously looked after children, as defined below; thereafter:

A. AQUINAS PLACES

Up to 100 places each year are designated as Aquinas places for children who attend a primary school within the Aquinas Church of England Education Trust.

Priority will be given to children who attend a primary school within the Aquinas Church of England Education Trust. See definition below.

If there are more applicants than places in Category A, the Oversubscription Criteria below will be applied.

B. OPEN PLACES

At least 140 places each year are designated as Open Places.

Priority will be given to all other pupils applying for a place at Bishop Justus Church of England School.

If there are more applicants than places in Category B, the Oversubscription Criteria below will be applied.

Oversubscription Criteria – Applied in the following order

1. Children of staff at the academy – Bishop Justus give priority to children of all staff in either or both of the following circumstances:
 - a) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage as defined below.
- Tie Break - If there are more children who qualify for a place than places available in this category, places will be allocated to children living closest to the School. Distance to the School will be measured in accordance with the

definition detailed below. Definition of 'home' is as detailed below. In the event that two or more applicants live the same distance from the academy, the place will be allocated by drawing lots in the presence of a person independent of the academy.

2. Sibling: refers to brother or sister, half brother or sister, fostered or adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be registered as living in the same family unit at the same address. The elder sibling must be still on the roll at the academy when the younger child starts school. Children with siblings in Year 11 who will have left Bishop Justus at the time of the younger child's admission do not qualify.

Tie Break - If there are more children who qualify for a place than places available in this category, places will be allocated to children living closest to the School. Distance to the School will be measured in accordance with the definition detailed below. Definition of 'home' is as detailed below. In the event that two or more applicants live the same distance from the academy, the place will be allocated by drawing lots in the presence of a person independent of the academy. Children who live the shortest distance to the academy, measured along a straight line from the child's home to the main entrance of the school building.

3. Children who live the shortest distance to the academy, measured along a straight line from the child's home to the main entrance of the school building. Distance to the School will be measured in accordance with the definition detailed below. Definition of 'home' is as detailed below. In the event that two or more applicants live the same distance from the academy, the place will be allocated by drawing lots in the presence of a person independent of the academy.

Appeals Procedure

The Local Authority writes to Parents of all applicants giving details of the school to which their child has been allocated, and the contact details of the academy should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals panel care of the academy by the appeals deadline and clearly state the grounds for the appeal. The academy's appeals timetable is found on the academy's website. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the academy before the Appeals Panel meets, the academy will allocate the vacancy to an applicant in accordance with its published admissions criteria.

Appeals for children with a statement of special educational needs are dealt with by a SEN Tribunal.

Fair Access

In common with all other schools in Bromley, the academy will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place or on the waiting list and the academy can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Twins, triplets and other multiple births – where twins, triplets or children from other multiple births qualify for the last place to be allocated, the admissions authority will admit all the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

Children with an Education, Health and Care Plan

Children with Education, Health and Care (EHC) Plans are dealt with under a separate process by the local authority's Special Educational Needs team. All children whose EHC Plan name the academy must be offered a place. The published admission number is inclusive of students with an EHC Plan that are admitted to the academy pursuant to the academy being named in their EHC Plan.

An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

In-Year Admissions

Applications for In-Year admissions are made directly to the academy
<https://www.bishopjustus.bromley.sch.uk/Admissions/>

In the normal admissions round or at any point in the normal year of entry, if a place is available and there is no waiting list, the child will be admitted [except where the “twice excluded” rule applies].

For in-year applications received for all other year groups, if a place is available and there is no waiting list, the child will be admitted subject to the admission authority being able to refuse admission if it has good reason to believe that the child may display challenging behaviour and thus refer the child to the Fair Access Protocol and / or admission of further pupils would prejudice the efficient education of existing pupils or the efficient use of resources.

If more applications are received than there are places available, then applications will be ranked in accordance with the oversubscription criteria above. If a place cannot be offered at this time you have a right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined below.

Admissions Outside the Normal Age Group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. All such requests must be made in writing in the first instance to the Headteacher (by email to the Headteacher’s PA: Jo.Jeacock@bishopjustus.bromley.sch.uk) and the admission authority (please contact the Aquinas Trust by emailing info@aquinatrust.org placing ‘Out of Age Admissions request’ in the subject header).

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher of the academy will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which the request was accepted) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

Waiting Lists

Waiting lists for Year 7 are held until 31 December in that Admission year in accordance with our oversubscription criteria. Applications to join the waiting list for Year 7 after that time will be dealt with in line with in-year admissions as detailed above. Parents have a statutory right of appeal if the application for a place is not successful.

Waiting lists are maintained in accordance with the oversubscription criteria until the end of the academic year in which the application for in-year admission was made or in which the normal admission round took place. Children must re-apply, in accordance with the in-year application process, for a place at the academy in the subsequent academic year in order to remain on the waiting list.

DEFINITIONS

Aquinas Church of England Education Trust is a multi-academy education trust. It currently consists of Bishop Justus Church of England School, St Nicholas Church of England Primary School, Cudham Church of England Primary School, Keston Church of England Primary School, Parish Church of England Primary School, Rye College, Rye Community Primary School, Trinity Church of England Primary School, St George's Church of England Primary School, St John's Church of England Primary School and St Mark's Church of England Primary School. (Membership of the Trust is subject to revision, with the most up to date list to be found on the Aquinas website (Aquinastrust.org).

Distance - If there are insufficient places to accommodate all applicants qualified under one criterion, places will be allocated to those children who live the shortest distance from the academy. Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference for the property. Those living closer to the school receiving the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, preference will be allocated in ascending order numerically and/or alphabetically. In the event that two or more applicants live the same distance from the academy, the place will be allocated by drawing lots in the presence of a person independent of the academy.

"Home" is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. Addresses involved in child minding (professional or relatives) will not be considered. Temporary addresses will also not be accepted. Parents or carers will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. The address must be the child's home address on the day the application form is completed and which is either

- Owned by the child's parent(s), OR
- Leased to or rented by the child's parent(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays during term time.

Child looked after and previously looked after children

- i. A child looked after 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 definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school. These children must still be 'looked after' when the child starts school unless (ii) applies.
- ii. A previously looked after child is:
 - (a) a child who was previously looked after by an English or Welsh local authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption order) and children who were adopted under the Adoption and Children's Act 2002 or
 - (b) 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. A child is regarded as having 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.

All these categories of children have equal priority and the tie break provisions will apply where there are more applicants than places.

Parent is defined in this policy as a natural or adoptive parent of the child, or a person who is not the natural or adoptive parent of the child, but who has parental responsibility for the child, or is deemed to be a person who has care of the child instead of their natural or adoptive parents.

Demonstrable skill shortage is defined as being when the academy has been unable to fill a vacancy for 3 months or more