

Admissions Policy



Admissions for 2016/17

Admission Numbers

The proposed admission number for September 2016 will be

Year 7-11: 240

6th form: 220

Application Procedures

Transfer from Primary into Year 7

The arrangements for co-ordinated admissions in Medway is set out in detail in the Medway LA booklet for parents/carers 'Admission to Secondary School' a copy of which will be available from Primary schools or from the Admissions Team at Medway Council, Gun Wharf.

ADMISSION INTO YEAR 7 AT BISHOP OF ROCHESTER ACADEMY

Admission Numbers into Year 7

The admission limit into Year 7 is 240.

There will be two broad groups: 120 open places and up to 120 foundation places. Open places will be open to anyone; foundation places will be for students from three local Church of England primary schools. These are All Saints' C of E Primary School, Chatham, St Mary's Island C of E Primary School, Chatham and St Margaret's C of E Junior School, Rainham. If there were not enough students applying for the foundation places, then any left will become open places. After pupils have been accepted to the academy, they can apply for a music scholarship; there are 25 music scholarship places for those pupils who have an aptitude for music.

IN YEAR ADMISSIONS

The Academy will consider all applications and if the year group applied for has a place available will admit the child, as outlined in the Admissions Code of Practice. Should a student be considered to be hard to place under Admission Code of Practice paragraph 3.15, the admission request will be referred to Medway to be considered by the Fair Access panel rather than follow the normal admissions process.

If more applications are received than there are places available, the oversubscription criteria shall apply. Please see the oversubscription criteria section for more information. Parents/Carers whose application is turned down shall be entitled to appeal.

However, within exceptional circumstances as set out in the Admissions Code of Practice, the Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. Children with statements of special educational needs where the Academy is named will be offered a place over PAN. The Academy reserves the right to discuss this with relevant agencies.

Admissions of students with SEN/D

The Academy is committed to ensuring that all SEN/D students have access to the same opportunities as other students. The academy has facilities for students with disabilities including lift access, accessible bathroom facilities in all of the Academy blocks. All students are encouraged to take full part in the everyday activities of the Academy. The SENCo will put in place additional support if required to enable every student to have the opportunity to take advantage of outside visits and field trips. Timetable and any other reasonable adjustments can be arranged if necessary to ensure full access to the curriculum.

Oversubscription Criteria

There will be two broad groups: 120 open places and up to 120 foundation places. Open places will be open to anyone; foundation places will be for students from three local Church of England primary schools. If there is an issue of over subscription, foundation places will take priority. These are All Saints' C of E Primary School, Chatham, St Mary's Island C of E Primary School, Chatham and St Margaret's C of E Junior School, Rainham. If there were not enough students applying for the foundation places, then any left will become open places.

If there are in excess of the 120 foundation places offered, the oversubscription criteria will apply. In the case of a tiebreak the Academy will seek the support of Medway Admissions for random allocation.

Where the Academy is oversubscribed, places will be allocated to applicants in the following priority order:

1. Looked after children, or previously Looked After Children (as defined in the Medway co-ordinated admission scheme)
2. Siblings (pupils living as brothers and sisters as defined in the Medway co-ordinated admission scheme)
3. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires the child to attend the preferred school.
4. Those living nearest the academy based on the measured distance using Medway Council's GIS system and procedure.
5. Children of a member of staff working in the Academy for 2 or more years at time of application for admission or appointed to a skill shortage subject

A tie breaker will be used to decide between two applications that cannot otherwise be separated as defined in 1.8 of the schools admissions code.

Notification of Offer of Places

Parents will be informed by Medway Council (or their home authority if they do not live in Medway) which school they have been allocated in writing by a letter posted on 1 March 2016.

Appeals

Unsuccessful applicants may appeal for a place in the school. Parents wishing to appeal should write to the school stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, Bishop of Rochester Academy, Magpie Hall Road, Chatham, Kent, ME4 5JB. Appeals will be heard by a panel which is independent of the Academy and the governors.

Waiting Lists

In addition to their right of appeal, unsuccessful applicants can ask to be placed on the waiting list. Parents will be contacted in October to ask whether they wish to be placed on the waiting list. Waiting lists are kept open until the local authority closes them in November. Any places that become available will be offered to those on the waiting list in line with the oversubscription criteria set out in Section 5 above. In the event of a place becoming vacant, the place will be offered to the next applicant who meets the criteria.

Notwithstanding a child's place on the waiting list, if the local fair access protocol identifies the academy as offering a suitable place for a child – i.e. one who falls within the scope of the protocol – then he or she will be offered a place.

Children from overseas

Children entering the country for the first time will need to provide proof of British citizenship, EEA nationality or appropriate leave to remain in the UK. Documentation should ideally be included with the application.

Late application

Applications received after the closing date of 31 October 2015 and before 25 November 2015 will be considered equally with those applications received on time provided there is a good reason for the late application. Applications received directly at the school after 25 November 2015 will be subject to consideration by the school and the local authority along the lines set out in the Medway Admissions procedure.

ADMISSION INTO THE SIXTH FORM AT BISHOP OF ROCHESTER ACADEMY

Arrangements for Admission into Year 12 (i.e. 16+ years)

We anticipate a total Sixth Form of 220 students. The minimum number of places in Year 12 for students outside the Academy will be 30. Additional external places may be made available if demand for specific courses can be met. The minimum entry requirements for level 3 courses are 5 GCSE grades at A*-C including English and Maths. There may also subject specific requirements. All year 11 students wishing to continue are encouraged to apply provided that they meet the entry demands of the course they wish to study. Students achieving below a grade C in either English or Maths will be eligible to choose a range of courses (assuming they meet the individual subject criteria) if they have 5 or more A*-C grades in total, but they will need to retake the relevant GCSE. Please refer to the current 6th form prospectus for further information. The over subscription criteria on the previous page will be honoured.

Students who have studied in another country will need to have obtained an equivalent qualification to meet the criteria. It is the applicant's responsibility to prove the equivalency of their qualifications before the application will be considered.

Places will be offered to any student who meets the entry qualifications for the course being offered. Bishop of Rochester Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available, based upon GCSE grades or other measures of prior attainment (such as GNVQ, Specialist Diploma, Functional English, maths and ICT). In the event of a course being oversubscribed, preference will be given to those in the Academy's Year 11 after which proximity to the academy will then be used as the tie breaker.

Preference will be given to those living nearest the academy based on the measured distance using Medway Council's GIS system and procedure.

Year 13

Students successfully passing their AS courses will automatically progress into Year 13. If a student does not pass their AS course then they cannot continue with that course into A2 and they would need to choose another AS level. Borderline cases may be considered dependent individual basis after a meeting with a member of the senior leadership team. Students not passing more than one AS course will need to meet with a senior member of staff to discuss whether progression is appropriate.

Arrangements to visit.

The Academy holds regular open sessions for the autumn for year 6 students and their parents. There is a further open evening in November. Individual visits can be arranged by appointment. Visits are encouraged so please contact the school to arrange a tour.