

Metropolitan Borough of Bury

Diocese of Manchester

BURY CHURCH OF ENGLAND HIGH SCHOOL



Admissions Policy 2027

ADMISSIONS POLICY FOR BURY CHURCH OF ENGLAND HIGH SCHOOL – SEPTEMBER 2027

The Governors are responsible for admissions to the school in agreement with the Manchester Diocesan Board of Education and the Local Authority. Each year the school will admit a total of 162 pupils to Year 7. All Year 7 transfer admissions are co-ordinated by the Local Authority.

HOW TO APPLY

Applications for admission to the school must be made on the Common Application Form enclosed with your Local Authority's Transfer to High Schools brochure on the dates advised by the Local Authority in the year prior to entry to the school. It is not normally possible to change the order of your preference after the Local Authority closing date. If applicants seek to rely on the oversubscription criteria, they will also need to complete the school's own Supplementary Information Form (SIF). This is explained below.

ELIGIBILITY FOR ADMISSION

All pupils of transfer age are eligible for admission into Year 7. All pupils are admitted without reference to a child's ability and aptitude. All children having a Statement of Special Educational Needs or Education, Health and Care plan (EHCP) in whose statement/EHCP the school is named will be admitted.

CRITERIA FOR ADMISSION

When the number of applicants exceeds the number of remaining places available, places will be allocated in order of priority as follows:

1	Children in public care and previously looked after children. This includes any "looked after child," "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. "Looked after" means that the child was (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. This criterion also includes looked after children and all previously looked after 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.
2	Children whose medical or social circumstances mean that their needs can only be met at this school. Where such an admission is sought, professional supporting evidence e.g. from a doctor, psychologist or social worker is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school
3	Children of staff at the school where the child resides with that member of staff either permanently or as part of a shared resident order or similar arrangement between parents and in either or both of the following circumstances: 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 and/or b) the member of staff was recruited to fill a vacant post for which there is a demonstrable skills shortage.
4	Children who have attended public worship at a Christian Church for a minimum of two years immediately prior to application. Points will be given based on information supplied by parents and confirmed by the church minister/official to enable prioritisation with priority being given to those having the higher attendance. <i>Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or the Evangelical Alliance, or a partner church of Affinity.</i> Where places remain and there is more than one applicant with an equal score, priority will be given to the applicant whose siblings are in the lower year groups of the school at the time of admission, in order to support family convenience and transport arrangements. Priority will therefore be given first to applicants with siblings in Year 8, followed by Years 9, 10 and 11. Siblings includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

	Where there are more applicants for the available places within criterion 4, the distance to the child's normal home front door from the main gate of the school in the shortest walking distance measured on a map will be used as the determining factor, nearer addresses having priority. The 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address.
5	Any other children who will have an older sibling on the school roll in the September for which admission is sought. Sibling includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. If more than one applicant satisfies the requirement the place will be awarded on the basis of the child's normal home address to school distance. The 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address.
6	Children attending St Margaret's Church of England Primary School in Rochdale (a feeder school for Bury Church of England High School and part of The Bishop Fraser Trust).
7	Any other children with priority given on the basis of the child's normal home address to school distance. The 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address.

A list of all applications prioritised by the Governors' Admissions Committee in accordance with the above criteria will be passed to the Bury Local Authority Admissions Team who will allocate places according to parental choices of High Schools in co-ordination with other Local Authorities. Refused places will be re-offered in prioritised list order. The list will be retained until the end of the first term of the academic year and be used to top up places whenever the number on roll falls below 162.

OVER-SUBSCRIPTION CRITERIA AND SUPPLEMENTARY INFORMATION FORMS (SIFs)

In order for the Governors to consider applications which seek to rely on criteria 2-7, it is necessary for parents to complete the school's own **Supplementary Information Form (SIF)**. Where applications are submitted which ask the governing body to consider your application against criteria 4, you will also need to submit part B of the form which asks for your worship attendance to be verified by a vicar/priest/minister or church officer.

This form is available on the school website and Bury Local Authority website, and is appended at the back of this policy.

Completed SIF forms should be returned to the Admissions Committee, Bury Church of England High School, Haslam Brow, Bury, Lancashire, BL9 0TS before **Friday 21st November 2026**, a later date than that by which you must return your Common Application Form to your Local Authority in order to give adequate time for the SIF's to be completed.

Whilst it is possible for you to send your SIF to your Local Authority for forwarding to the school, this is not advisable as we would not wish your application to become lost and so we strongly recommend you send your SIF directly to the school.

If you would like any support in filling out your SIF, then please get in touch with us at office@bury.tbft.uk or phone 0161 797 6236.

If you wish the school to acknowledge receipt of your SIF application, you should attach a stamped, addressed envelope to your SIF form.

MULTIPLE BIRTHS

If the situation occurs where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

FRAUDULENT APPLICATIONS

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place. The application will be considered afresh and a right of appeal offered if a place is refused.

TIE BREAKER

Where two or more applicants have equal priority for the remaining place(s) available at the school after the application of the over-subscription criteria, random allocation will be used as the tie-breaker to ensure fairness. Applicants will be assigned a random number using the built-in Microsoft Excel =RAND() function. In the event of more than one applicant being assigned the same random number, the list will be re-randomised until each applicant has a unique number. These random numbers will be submitted to the Local Authority who will use independently select to decide tie-breaks if the school's Published admissions number (162) is reached.

NOTIFICATION OF ALLOCATION OF PLACES

Letters informing parents of whether or not their child has been allocated a place will be sent out by the home Local Authority on behalf of the Governing Body on 1 March 2027 or on the next working day. Parents of children not admitted will be offered an alternative place by the Authority.

LATE APPLICATIONS

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications and it is before the Governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

WAITING LIST

Where we have more applications than places, the admission criteria will be used. Children who are not admitted will have their names placed on the waiting list in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applications for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it will be possible that a late application for a child may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will only operate until the end of the autumn term (31 December) of the admission year.

APPEALS

Where the Governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002. **Parents should notify the Clerk to the Admissions Committee at the school of their intention to appeal within 20 school days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the Panel in writing and also to attend in order to present their case. Normally parents will receive 14 days' notice of the time and place of the appeal. This right of appeal against the Governors' decision does not prevent parents from making an appeal in respect of any other school.

INFORMATION ON PREVIOUS ADMISSIONS

For entry to Year 7 2025, places were allocated under the following criteria:

Criteria	Places offered under this criteria
EHCP	3
1	4
2	0
3	1
4	61
5	17
6 (nb under the 2025 policy this was the criterion relating to distance between home and school)	22 with SIF + 53 without SIF =75
Total Places	161

No appeals were lodged.

IN-YEAR AND NON-ROUTINE ADMISSIONS

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as in-year or non-routine admissions.

In Year Admissions

If a child is already at secondary school and the parent/carer wishes to transfer to Bury Church of England High School they must first contact the Local Authority and follow the advice given by them. The Local Authority will then contact Bury Church of England High School to ascertain if there are any places available in the appropriate year group.

If a place is available, the school will consider the application. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

If there are more applications than places available then the school will follow its admission procedures, request completion of the school's Supplementary Form and apply the published oversubscription admissions criteria to award the place.

Fair Access Protocol

The school participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.

Requests for admission outside a child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents requesting admission out of the normal age group must put their request in writing to the Headteacher at the school including any supporting evidence that the parent wishes to be considered.

The Local Governing Board will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the following:

- 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 been previously education 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
- Headteacher's views

When informing a parent of their decision on the year group the child should be admitted to the Local Governing Board will clearly set out the reasons for their decision.

Where the Local Governing Board 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 pupils are normally admitted to the school) the Local Authority and the Local Governing Board must 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. The Local Governing Board 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 of appeal against the refusal of a place at the school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

SUPPLEMENTARY INFORMATION FORM BCE2027 Part A
APPLICATION FOR A YEAR 7 PLACE FOR SEPTEMBER 2027

The Parent(s)/Guardian(s) should complete this part of the Form.

(Please ensure your application form has been signed prior to submitting it).

SECTION 1 – for completion by ALL applicants seeking a place under oversubscription criteria 2-7

Legal Surname of Child: _____
 Christian or Forename: _____ Middle Name(s): _____
 Date of Birth: _____
 Address: _____ Post Code: _____
 Home phone: _____ Mobile phone: _____
 Email address: _____
 Name(s) of Parent(s)/Guardian(s): _____
 Church attending: _____
 Name and current Year Group(s) of any brother(s) or sister(s) attending Bury Church of England High School:
 Name: _____ Year Group: _____

Signed: _____ Parent/Guardian _____ (Please print)
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SECTION 2 – for completion by applicants seeking a place under criterion 2 (exceptional medical or social needs)

If you wish exceptional medical or social needs to be taken into account, please say what these are in this section and supply written professional evidence to support your application securely stapled to this document.

(please continue on a separate sheet if necessary)

SECTION 3 – for completion by applicants seeking a place under oversubscription criterion 3 – children of staff members

Are you a member of staff at Bury CE High School?

YES []

NO []

PTO.../

SECTION 4 – for applicants seeking a place under oversubscription criterion 4 - Worship Attendance

Have you completed form B and had this signed by a Rector/Vicar/Priest/Minister/Church Office YES []
NO []

NB this is a requirement for applications under criterion 4

SECTION 5 – for applicants seeking a place under oversubscription criterion 5 – older sibling in school

Name of sibling: _____

Sibling's year group in September 2027: _____

Relationship to Applicant Child: _____

SECTION 6 – for applicants seeking a place under oversubscription criterion 6 – child attends St Margaret's Primary School in Rochdale

Does your child currently attend St Margaret's Primary School in Rochdale? YES [] NO []

SECTION 7 – for applicants seeking a place under oversubscription criterion 7 – distance of normal home address from school

Have you provided your child's normal home address in Section 1 of this form? (The normal home address being where the child spends most school nights or weekdays). YES [] NO []

If you are applying for a place under oversubscription category 4, you should complete the first section of Supplementary Information Form BCE2025 Part B and ask your vicar/priest/minister or church officer to complete the second part of the form confirming your child's church attendance. You must then return SIF parts A and B to The Admissions Committee, Bury Church of England High School, Haslam Brow, Bury, Manchester BL9 0TS. PLEASE NOTE: Governors may contact clergy, church officials and those writing supporting letters to confirm the validity of the information given. The provision of incorrect information could prejudice any offer of a place

If you are seeking a place under Oversubscription Categories 2, 3, 5, 6 or 7, you should return Part A with the personal information completed and Part B blank to The Admissions Committee Bury Church of England High School, Haslam Brow, Bury, Manchester BL9 0TS.

If returning by post in an A4 envelope, PLEASE USE A LARGE SIZE STAMP as the Post Office will not deliver underpaid mail.

Supplementary Information Form BCE2025 Part B

Confirmation of church attendance by Rector/Vicar/Priest/Minister/Church Officer. The person signing this form as a referee should not also be involved in the admissions procedures of the school and if they are they must declare a personal interest.

Legal Surname of Child: _____

Christian or Forename: _____ Middle Name(s): _____

Address: _____ Post Code: _____

Place of worship the child and one (or both) of the parents/guardians regularly attends:

Name of place of worship: _____ Denomination: _____

Full Address: _____

PLEASE INITIAL IN THE APPROPRIATE BOX BELOW IN EITHER OR BOTH CASES AND CLARIFY THE ATTENDANCE FIGURES YOU PROVIDE IF THEY ARE AT VARIANCE WITH PARENTS.

Worship Attendance:

1. How frequently has this child attended public worship at Church, over the past 2 school years (1 September to 31 August). Please indicate attendance by initialling in the appropriate box on each scale.

School Year 5 (1 September 2025 to 31 August 2026 – Max 30 points)

Number of attendances:

0-11	12 to 15	16 to 20	21 to 26
1 point	5 points	20 points	30 points

School Year 4 (1 September 2024 to 31 August 2025 – Max 30 points)

Number of attendances:

0-11	12 to 15	16 to 20	21 to 26
1 point	5 points	20 points	30 points

Signed: _____ Rector/Vicar/Priest/Minister/Church Officer

Please print name: _____ Date: _____ Office held: _____

Address: _____

Post Code: _____ Telephone No: _____ Mobile No: _____