



## Admission Criteria - Entry to Year 7 in September 2025

Archbishop Tenison's is a mixed comprehensive school, in the London Borough of Croydon and the Anglican Diocese of Southwark, for pupils aged 11-18. Places in Year 7 are allocated largely on the basis of church membership, with 20% of places allocated to feeder schools and 20% of places open to all.

No entrance examination is set.

**Ethos Statement:** *Archbishop Tenison's Church of England School has a distinctive Christian ethos which gives the school its purpose and provides an inclusive environment where children can learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of the school.*

### 1. Places Available

The Governing Body is responsible for the admission of pupils to Archbishop Tenison's Church of England School and will admit 150 pupils to Year 7 in September. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2025. 60% of available places are Foundation Places (see 10. below). 40% of available places are Open Places (see 11. below). All applicants must complete a Common Application Form (CAF) supplied by their Local Authority and name this school on the form to be considered for a place. Foundation Place applicants and Open Place Feeder School applicants must also complete a Supplementary Information Form (SIF) and return it to the School by the closing date. Open Place applicants for Local Places do not need to complete a SIF.

### 2. Access

The school has no specific units or facilities for pupils with particular special needs and no specific facilities for pupils with physical disabilities. The School is on a level site but much accommodation, including some specialist rooms, is on the first and second floors. There is one lift – in an external building. Lifts (which would require Government funding) were included in the plans put forward by the Governors for the last building extension, but unfortunately deleted by the Department for Education on the grounds of cost. As far as possible within the limitations of the premises, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

### 3. Area Served by the School

Priority is given to children who live within the Archdeaconry of Croydon and the Deanery of Sutton. A map showing this area is available on the school's website.

### 4. How Distance is Measured

Where places are offered according to the nearness of the home to the school, the distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

**Tiebreaker:** - where the distance is identical for two or more applicants, the drawing of lots is used as a final arbiter. This will be independently verified.

### 5. Context

In order to preserve equality of opportunity for children who live in different family structures, the application process concerns the child seeking a place and ONE named parent or carer. It is for the applicant family to choose which parent's or carer's details are to be included on the application form. In order to meet the conditions (section 10. below) for offering places when the number of applicants is more than the number of Foundation Places, the named parent or carer should normally be the parent or carer (when there is more than one in the family structure) whose minister can certify that they are practising members of their church or congregation.

### 6. Definitions

For the purpose of this Admission Policy:

**'Family'** refers to the child and the ONE named parent or carer mentioned above with whom the child is normally resident.

**'Sibling'** refers to brothers and sisters (blood relatives), step-siblings, adopted and long-term foster children living at the same address.

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 functions (see definition in section 22(1) of the Children Act 1989) at the time of applying to the school.

A **'Previously Looked After Child'** is a child who was looked after immediately prior to being adopted, including Internationally Adopted Previously Looked After Children (IAPLAC), or who became subject to a child arrangement order under the Children & Families Act 2014, or special guardianship order. The Governors will require written confirmation (e.g. through written confirmation from the Local Authority) that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

**'Involvement'** is any activity (practical, social, educational, cultural or spiritual) which is an outward expression of the family's participation in the life of the church to which they belong. It excludes any practical or financial support given to the school or any associated organisation, including any religious authority.

Where percentages used in this policy do not produce whole numbers, 0.5 or more will be rounded up and less than 0.5 will be rounded down.

## **7. Education, Health and Care Plans (EHCP's)**

Parents of pupils who have an Education, Health and Care Plan (EHCP) are required to apply for school places separately through the Local Authority, from whom advice is available. If a child with an EHCP, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose EHCP, names the School (*All schools are consulted by the LA prior to the school being named*).

## **8. Looked After Children**

The highest priority is given to Looked After and Previously Looked After Children – with supporting evidence from their Local Authority (as defined in section 6 above).

## **9. Exceptional and professionally supported medical or social need.**

This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

## **10. Foundation Places**

The Governing Body has designated 60% of available places as Foundation Places, after any children admitted who have an Education, Health and Care (EHC) Plan which names the school (see section 7 above), Looked After and Previously Looked After Children (see section 8 above) and Governors' Places (see section 12 below).

### **a) Definitions of Churches from which Children are Admitted**

In addition to children of Church of England Families, places are also offered to children whose Family belongs to a church which is a full member of one or more of the following organisations: Churches Together in England (CTE), The Evangelical Alliance (EA), Affinity or Fellowship of Independent Evangelical Churches (FIEC) at the time of application, and who live in the area defined in section 3 above. 60% of available places will be reserved for members of the Anglican Church and other churches defined above in this section.

### **b) Evidence of Church Membership**

(i) The school will check official lists to see whether the applicant's church comes within the groups mentioned in section 10a above. If they are not listed, applicants will need to supply evidence that their church is a member of one of these groups.

(ii) In addition, whether Anglican or not, confirmation of membership of the applicant's Family in the relevant church will be sought from the priest or minister concerned, who will also be required to give a reference in writing stating the frequency of church attendance by the Family, and give information about the involvement of the Family in church life. The school may contact the priest or minister for further clarification.

### **c) Oversubscription Criteria for Foundation Places**

In the event of the school being oversubscribed by applicants, priority will be given to those who live in the area defined in section 3 above **and** who belong to a church included in section 10a above; places will be allocated according to the following conditions in order with applications from members of the Anglican Church given priority over those from other churches mentioned in 10a.

(i) Siblings of pupils who will be attending the School, including the Sixth Form, at the time of the proposed admission.

(ii) Children who attend church worship weekly with the named parent or carer and whose named parent or carer is actively involved with them in church life. "Actively involved" indicates that this activity is likely to be frequent (at least fortnightly), well established (for at least 1 year) and to carry with it some responsibility within the church.

(iii) Children who attend church worship fortnightly with the named parent or carer and whose named parent or carer is actively involved with them in church life. "Actively involved" indicates that this activity is likely to be frequent (fortnightly), well established (for at least 1 year) and carry with it some responsibility within the church.

(iv) Children who attend church worship weekly, fortnightly or less frequently with the named parent or carer and whose named parent or carer has some involvement with them in church life. "Some involvement" indicates that this activity is likely to be less frequent (monthly), less well established (for less than a year) and more passive (e.g. attending a meeting).

(v) Children who attend church with the named parent or carer.

**Note:** In any of the categories 10c (i- v) above where there are more applicants than places remaining available, places will be offered to the children whose named parent or carer has the greater level of responsibility and involvement. Where two or more named parents or carers have an identical level of responsibility and involvement, places will be offered according to the nearness of the home to the school within the area defined in Section 3 above. Unsuccessful applicants for Foundation Places will be considered under the Open Place criteria. If the Foundation Places overall are undersubscribed, those remaining unfilled will become Open Places. Parents are asked to note that because Scouts and Guides are frequently more secular than religious organisations, membership of these groups will not be regarded as active involvement, unless it can be clearly demonstrated that it is an integral part of church life.

## 11. Open Places

The Governing Body has designated 40% of the available places as Open Places after any children admitted who have an Education, Health and Care (EHC) Plan which names the school (see 7 above), Looked After and Previously Looked After Children (see 8. above) and Governors' Places. In the event of the School being oversubscribed by Open Place applicants, priority will be given to those who live in the area defined in section 3 (above) and who are not offered a Foundation Place, but whose parents have chosen the school for the type of education it provides. Parents applying for an Open Place should do so knowing that the purpose of the school is to provide an education based on Christian principles, and that the Governing Body is keen for all pupils to take part in the Christian worship of the school and to attend religious education lessons.

### a) Feeder Schools

Half of the Open places (i.e. 20% of available places) are reserved for applications for children from the following Primary schools:

- a. St John's Church of England Primary School, Shirley
- b. The Minster Church of England Primary School, Croydon
- c. St Mark's Church of England Primary Academy, South Norwood
- d. Christ Church Church of England Primary School, Purley
- e. All Saints Church of England Primary School, Upper Norwood
- f. Coulsdon Church of England Primary School, Coulsdon
- g. Holy Trinity Church of England Primary School, Sutton
- h. All Saints Carshalton Church of England Primary School, Carshalton
- i. All Saints Benhilton Church of England Primary School, Sutton
- j. St Dunstan's Church of England Primary School, Cheam

If the number of applicants exceeds 20%, places will be allocated according to the following criteria:

- (i) Siblings of pupils who will be attending the School, including the Sixth Form, at the time of the proposed admission.
- (ii) Remaining places will be allocated in strict rotation between applications for children from the above schools which must be specified on the Supplementary Information Form (SIF). Where the number of applications from a school exceeds the places allocated to that school then places will be offered according to the nearness of the home to the school within the area defined in Section 3 above. If the places reserved for applications for children from the above feeder schools are undersubscribed, they will then become Local Places.

### b) Local Places

Half of the Open places (i.e. 20% of available places) are open for applications for any child.

If the number of applicants exceeds 20%, places will be allocated according to the following criteria:

- (i) Siblings of pupils who will be attending the School, including the Sixth Form, at the time of the proposed admission.
- (ii) The nearness of the home to the school within the area defined in Section 3.

## **12. Governors' Places**

Governors may allocate a small number of places on compassionate grounds for social and medical need or for a child attending church regularly but unsupported by family. Those applying under this category should state this on the Supplementary Information Form (SIF) at the time of application and supply in writing relevant supporting professional evidence. Governors are able to allocate compassionate places irrespective of whether the school is oversubscribed by applicants who meet the criteria listed. Allocation of such places does not set a precedent for future applications as each case is treated on its own merits.

## **13. Admission out of Normal (Chronological) Age Group**

Children are normally educated in school with others of their age group; however, in certain circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. Account will be taken of the child's academic, social and emotional development, whether they have previously been educated out of their normal age group and, where relevant, their medical history. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this.

## **14. Fair Access Protocol**

Archbishop Tenison's School, in common with all other schools in Croydon, will admit pupils referred under the Fair Access Protocol, whom the school is directed to accept, even if this means going over number in a particular year group and even if there are other pupils on the waiting list. The other criteria detailed in this document do not apply to such pupils.

## **15. Waiting Lists**

The school operates a waiting list system, and those who are unsuccessful in their application will be offered the opportunity to have their child's name placed on the relevant waiting list for a Foundation or Open Place. Any additional application received will require the list to be ranked again, in line with the published oversubscription criteria and places will be allocated according to the priorities described above. The waiting list for Year 7 will be maintained for at least one term after September 2025.

## **16. Late Applications**

The school will follow the common policy of the London Borough of Croydon in dealing with late applications.

## **17. In-Year Applications**

Applications for places outside the normal admission round and for other year groups may be made via the Local Authority with an In-Year Common Application Form. Those wishing to apply for a place under the Foundation Place or Feeder School criteria must also complete a supplementary information form (SIF) and return this directly to the school.

## **18. Sixth Form Admissions**

Admissions criteria for external applicants wishing to attend the Archbishop Tenison's Sixth Form are published on the school website and available from the school office.

## **19. Supplementary Information Form (SIF)**

Failure to return the Supplementary Information Form (SIF) by the published deadline will mean that applicants cannot be considered for a place under the Foundation Place criteria or the Feeder School criteria, and the application will be dealt with under the Local Place criteria.

## **20. Appeals**

Parents who are not offered a place for their child at Archbishop Tenison's CE High School have the right to appeal to an independent Appeal Panel. Parents wishing to appeal against the decision of their child not being offered a place should request an Appeal Pack from the Admissions Officer at the school in writing, either by letter or email, stating the child's full name, date of birth and postal address. Should some appeals be unsuccessful, the Governing Body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

***Academic excellence for each person in a Christian community***  
**Archbishop Tenison's Church of England High School, Selborne Road, Croydon, CR0 5JQ.**  
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