The Bishop Wand Church of England School

Realising God-given potential
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Inspiring Minds
Nurturing Spirit
Respecting Difference

At the Bishop Wand School, in the power of Christ’s Love, we will make a just community where all are learners and each one finds, grows and shares their gifts for the good of all.

“Encourage one another and so build each other up.”
1 Thessalonians 5.11
Dear Parents and Carers,

Welcome to the Bishop Wand Church of England School prospectus. I feel privileged you are considering our School for your child and encourage you to visit us for a tour, where you will see our School in operation.

We offer your child an excellent educational experience delivered in the Christian context, where values and faith are as important as academic and extra-curricular activities. I am proud that students leave our School with exceptional examination results and the skills required to succeed in life beyond the school gates.

We believe in traditional values and expect all members of our School community to work hard, be disciplined and treat each other with respect. This prospectus, our Open Evening and School tours will provide you with a flavour of the opportunities that students who select Bishop Wand will experience as part of their seven year journey at our School.

We look forward to welcoming you to Bishop Wand.

God Bless.

Daniel Aldridge
Headteacher
Inspiring Minds

The quality of Learning and Teaching is fundamental to the future success of our students and central to our work. Students who are well taught are motivated, enthusiastic and aspire to achieve their potential. Our inclusive and innovative curriculum is designed to facilitate opportunities for personal development and success.
Nurturing Spirit

Strong pastoral care is vital to the enjoyment of school and for our young people to feel secure every day. We provide a complete structure of support for students at every level of ability and we ensure that we meet their needs as individuals to enable them to grow and develop intellectually, spiritually, emotionally and socially.
All are Learners

Everyone in our School community is a learner and together we aim to create an environment which enables students to succeed. The different talents of all our students and staff are valued and developed, preparing them for the successes, challenges and opportunities they may face.
Respecting Difference

We have high expectations of all students in every aspect of their school life. They are encouraged to be resilient, independent learners who focus on their own learning but also make a contribution to the welfare of others. Our School provides an environment where students are encouraged to play a positive role in our community, understanding the impact that their actions have on their own and others learning and development.
Proud to be a Church School

Christian values and spirituality are at the heart of all aspects of school life and our School’s Christian ethos reflects wisdom and reverence - where faith, love, hope and truth flourish. Our School is a place where children are able to establish and deepen their understanding of God through prayer and reflection in daily acts of collective worship and Religious Education.
The Governing Body has responsibility for admissions at the School and in the School year beginning September 2019 186 students will be admitted to Year 7. In the event that the School receives more applications than the number of places available, the following criteria will be applied in numerical order and by order of the sub sections within the criteria. Please note that children with an Education Health Care Plan naming The Bishop Wand Church of England School are automatically entitled to a place at our School.

**Criterion 1**
*Looked after and Previously Looked after Children*

Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) e.g. fostered or living in a children’s home, at the time of application; and Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

**Criterion 2**
*Christian Foundation places for children who live within the Catchment*

(a) **Children of practising members of an Anglican church.** ‘Practising’ to be evidenced by at least 1 parent/carer and/or child, who is a worshipping member of an Anglican Church community at least monthly for a continuous period of 12 months prior to application as agreed by the priest or minister.

(b) **Children of practising members of other Christian churches.** ‘Practising’ to be evidenced by at least 1 parent/carer and/or child, who is a worshipping member of a Christian community at least monthly for a continuous period of 12 months prior to application as agreed by the priest or minister. Other Christian churches are defined by those who belong to Churches Together in Britain and Ireland, The Evangelical Alliance and affiliated to Affinity.

**Criterion 3**
*The applicant has siblings who are still on roll at the School at the time of application*

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living at the same address.
Criterion 4

*Children of Staff at the School*

The child/children of a member of staff, which is a person who has a contract of employment with the School for two or more years at the time of application, and/or is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage at the time of application. The child/children shall include a step-child, adoptive or foster child living at the same address.

Criterion 5

*Community places for children who live within the Catchment*

(a) Children of practising members of other World faiths. ‘Practising’ to be evidenced by at least 1 parent/carer and/or child who is a worshipping member of the faith community at least monthly for a continuous period of 12 months prior to application as agreed by the faith leader. Other World faiths are defined as Bahai, Buddhism, Hinduism, Islam, Judaism, and Sikhism.

(b) Any other applicant who lives within the catchment.

Criterion 6

*Christian Foundation places for children who live outside the Catchment*

(a) Children of practising members of an Anglican church. ‘Practising’ to be evidenced by at least 1 parent/carer and/or child, who is a worshipping member of an Anglican church community at least monthly for a continuous period of 12 months prior to application as agreed by the priest or minister.

(b) Children of practising members of other Christian churches. ‘Practising’ to be evidenced by at least 1 parent/carer and/or child, who is a worshipping member of a Christian community at least monthly for a continuous period of 12 months prior to application as agreed by the priest or minister. Other Christian churches are defined by those who belong to Churches Together in Britain and Ireland, The Evangelical Alliance and affiliated to Affinity.

Criterion 7

*Community places for children who live outside the Catchment*

(a) Children of practising members of other World faiths. ‘Practising’ to be evidenced by at least 1 parent/carer and/or child who is a worshipping member of the faith community at least monthly for a continuous period of 12 months prior to application as agreed by the faith leader. Other World faiths are defined as Bahai, Buddhism, Hinduism, Islam, Judaism, and Sikhism.

(b) Any other applicant who lives outside the catchment.


**Catchment Area**

The catchment area is defined as;

- Borough of Spelthorne
- London Borough of Richmond (north of the Thames)
- Feltham, Hanworth and Bedfont parishes in the London Borough of Hounslow.

To determine whether you live within the catchment area for our School please visit the School website www.bishopwand.surrey.sch.uk or contact Mrs Sarah Bennett, Admissions Officer, for guidance.

**Admissions Process**

In determining admission to the School the Governing Body will use the following process:

(a) In the first instance Criterion 2 and Criterion 5 will be applied to all applicants living in the catchment area as defined above. Siblings, as determined by Criterion 3, and child/children of a member of staff, as determined by Criterion 4, will be considered regardless of where they live. Applicants applying under Criterion 2 (a) and (b) and Criterion 5 (a) will need to complete a Supplementary Information and Priest/Minister/Faith Leader Reference Form and submit to the School as part of the application process. Applicants applying under Criterion 4 will need to complete a Supplementary Information Form: Members of Staff and submit to the School as part of the application process.

(b) Once all applicants living in the catchment area and siblings, as determined by Criterion 3, and child/children of a member of staff, as determined by Criterion 4, have been considered, Criterion 6 and Criterion 7 will be applied to those living outside the catchment area as defined above. Applicants applying under Criterion 6 (a) and (b) and Criterion 7 (a) will need to complete a Supplementary Information and Priest/Minister/Faith Leader Reference Form and submit to the School as part of the application process.

(c) If there are fewer places than applicants in Criterion 2 to 7 those living nearest to the School will be given priority. The distance is measured in a straight line from the address point of the child’s home, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport Team’s Geographical Information System. Where two or more applicants share priority for a place, e.g. where two applicants live equidistant from the School, Governors will draw lots to determine which applicant should be given priority.
**Twins, Triplets or Children from other Multiple Births**

If an application is received for a child who is one of twins, triplets or multiple births, Governors will draw lots to determine which child should be given priority. If twins, triplets and so on are at the top of the waiting list and only one place is available, the other sibling(s) will remain at the top of the waiting list until they can be offered a place, even if another child moves into the area with a higher priority in Criterion 2. Please note that in all circumstances applications in respect of Looked after Children and Previously Looked after Children will take absolute priority.

**Waiting List**

A waiting list of unsuccessful applicants will be compiled and ranked according to the published criteria. This waiting list will be dissolved on 31st July following the September entry to which this list applies.

**Late Applications**

For secondary school transfer from primary school into Year 7, applications received after the published closing date will be considered in accordance with the home Local Authority’s Co-ordinated Admission Scheme.

**In-Year Admissions**

Applications for In-Year admissions will be made directly to the School. If a place is available and there is no waiting list then the School will communicate the governors’ offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year.

When a place becomes available the governing body will decide who is at the top of the list and inform the parent/carer if the School is in a position to make an offer.
Out of Year Admissions

Applicants may choose to seek a place outside their child’s chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

(a) Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child’s chronological age. If, in liaison with the Headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

(b) Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child’s best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Admission into Sixth Form

There will be 200 places available for allocation across Years 12 and 13 and priority will be given to those applicants already attending The Bishop Wand Church of England School provided that they have the necessary academic standard relative to the courses applied for, as stipulated in the Sixth Form Prospectus.

However, of the 200 places available 15 places will be available for external candidates in each year and applicants who are not already at the School will be allocated places provided that they have the necessary academic standard relative to the course applied for, as stipulated in the Sixth Form Prospectus and according to the same criteria as those applying for places in Year 7.

Right of Appeal

If the applicant does not receive the offer of a place at the School there is a right of appeal to the Independent Appeal Committee details of which can be obtained from the School or the Surrey County Council Appeals Service.
If you live in the Surrey County Council Admission Area

Complete the on-line application form (or the paper application form issued to you by Surrey County Council) listing all the schools you wish to put as a preference and submit the application to Surrey County Council. Wednesday, 31st October 2018 is the final deadline for submission. All applications received after the 31st will be dealt with as late applications.

If you live in another Borough’s Admission Area

Complete the on-line application form (or the paper application form issued to you by your county council) listing all the schools you wish to put as a preference and submit the application to your local council. You are able to apply for schools that are out of your borough. Wednesday, 31st October 2018 is the final deadline for submission. All applications received after the 31st will be dealt with as late applications.

IMPORTANT INFORMATION: All Applicants

It is important that you read The Bishop Wand School’s Admissions Criteria for 2019. If you are applying under criterion 2a, 2b, 4, 5a, 6a, 6b, or 7a you must also complete the Supplementary Information Form. This is included in the Prospectus, or is available to download from our School website. This form is to be returned to:

Admissions Officer, The Bishop Wand C of E School, Laytons Lane, Sunbury on Thames, Middlesex TW16 6LT.

The deadline for returning this form to the School is Wednesday, 31st October 2018, although we strongly recommend that you submit your form by Friday 19th, October 2018 as this is the Friday before the half term holiday. We recommend that Supplementary Forms are sent to the School by recorded delivery if applicants wish to have a receipt as no acknowledgement of receipt will be issued unless specifically requested.

Further Information

Should you require any further guidance on the admissions process, please contact:

Mrs S Bennett
Admissions Officer
Tel: 01932 778637
Email: sbennett@bishopwand.surrey.sch.uk