



## DIOCESE OF CLIFTON St Bede's Catholic College Admissions Policy 2018/2019

**1.0** St Bede's is a Catholic Independent Academy established by the Diocese of Clifton and serves the following parishes:

Corpus Christi	Weston-super-Mare	Holy Family	Patchway
Our Lady of Lourdes	Weston-super-Mare	Our Lady of the Rosary	Lawrence Weston
St Anthony's	Henbury	St Bernard's	Shirehampton
Christ the King	Thornbury	St Joseph's	Portishead
St Bonaventure's	Bishopston	SS Peter & Paul	Clifton
St Francis	Nailsea	St Vincent de Paul	Southmead
St Joseph's	Weston-super-Mare	Sacred Heart	Westbury-on-Trym
St Teresa's of the Child Jesus	Filton	St Nicholas of Tolentine	Lawford's Gate
The Immaculate Conception	Clevedon		

and also families from the parishes of Our Lady of Lourdes and St Bernadette, Kingswood and St Augustine's of Canterbury, Downend as determined by the maps of St Bede's geographical area of prime responsibility.

The Governing Body, acting in accordance the Schools Admissions Code and arrangements agreed with the Clifton Diocese, is responsible for admissions and will admit children without regard to aptitude, ability or previous attainment. Governors comply with the Local Authority Fair Access protocol and the School's Trust Deed. Maps of the whole geographical area of prime responsibility are available for inspection at the college office and also on our website.

- 2.0** The Published Admission Number (PAN) for Year 7 in 2018/2019 is 180. For other year groups, please contact St Bede's Admissions Secretary. For Sixth Form admission, please refer to our Sixth Form Admissions Policy on our website.
- 3.0** Admissions outside the normal age group will be considered and the advice of specialist advisers and other relevant professionals will be sought, as appropriate. For further information please contact the Admissions Secretary.
- 4.0** Under the coordinated admissions arrangements, all parents must make their application for schools **on the Common Application form of their home authority of either Bristol, North Somerset or South Gloucestershire council or any other authority in which the child lives.** This means that an application for a place for children living in our area of prime responsibility should be made on the Local Authority application form, to be considered in the first round of allocations and returned to the home Local Authority by **31<sup>st</sup> October 2017.**



4.1 The Supplementary Information Form is not an application form, but needs to be completed by a parent/carer who wishes an application to be considered under any of the religious or staff criteria 7.1, 7.2, 7.3, 7.4, 7.7 or 7.9 giving details of religion and return this form direct to St Bede's Catholic College by the closing date, 31st October 2017. This form must be returned directly to St Bede's Catholic College on or before the closing date of 31st October 2017, to be considered in the first round of allocations.

4.2 For applications outside the normal admissions round for Year 7, whether in year or at the start of a school year which is not a normal point of entry to the school, a parent/carer should contact the St Bede's Admissions Secretary who will be able to provide information on such applications.

5.0 The Governing Body will consider all applications. If there are more applications than places available the Governing Body will rank applications in accordance with the oversubscription criteria as outlined below and provide the Bristol Local Authority with the list of applications. Offers of places will be made to those ranked 1-180 by the Authority in which each child resides **on behalf of the Governing Body on 1<sup>st</sup> March 2018.**

A waiting list of those still seeking a place will be maintained by St Bede's until 31<sup>st</sup> December 2018 and available places offered in accordance with the criteria for over-subscription. Each added child to the list will require the list to be ranked again in line with the published oversubscription criteria.

#### 6.0 Children with a Statement of Special Educational Needs or an Education, Health and Care Plan

The procedure for the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing such Statements/Plans and consulting parents and the Governing Body if a preference has been made for St Bede's, before the College is then named in the Statement/Plan. If the College is named, the child will be admitted before the oversubscription criteria is applied to other children.

7.0 In the event of **over-subscription**, applications will be ranked in accordance with the following order of priority:

7.1 Catholic Looked After Children or previously Looked After Catholic Children.

7.2 Catholic children from the parishes we serve, listed in 1.0, **who reside** in the St Bede's geographical area of prime responsibility according to the maps on our website and attend the schools in the list below:

Corpus Christi	Weston-super-Mare
Holy Family	Patchway
Our Lady of Lourdes	Kingswood
Our Lady of the Rosary	Lawrence Weston
St Augustine's of Canterbury	Downend
St Bernard's	Shirehampton
St Bonaventure's	Bishopston
St Teresa's	Monks Park
St Francis	Nailsea
St Joseph's	Portishead
SS Peter & Paul	Redland
St Mary's	Bradley Stoke
St Nicholas of Tolentine	Lawford's Gate
Christ the King	Thornbury

7.3 Other Catholic children within our prime area of responsibility.

7.4 Other Catholic children

7.5 Looked After Children and previously Looked After Children.

7.6 Children who will have a sibling in Years 7-13 at the College at the time of Admission

7.7 Children of a member of St. Bede's Catholic College staff, employed by the Governing Body.

7.8 All other children who attend a school listed in 7.2

7.9 Children of a Catholic parent

7.10 All Other children.

## 8.0 Definitions

8.1 In the context of the Admissions Policy, **'Catholic children'** means those baptised as Roman Catholics or those formally received into the Catholic church, or those baptised or formally received into a faith that is in full communion with Rome, who can produce a baptismal certificate or equivalent validation. The churches that are in full communion with Rome are listed in 14.0.

8.2 A **sibling** is defined as a brother, sister, half brother or sister, step brother or sister of the child for whom a place is sought, living in the same household where that sibling will be registered for a place at St Bede's at the start of the academic year for which admission is requested. The sibling must be living at the address for more than 50% of the time to be considered as living there for the majority of the time. The home address for the registered sibling will be that which is identified, on our records, as the first home contact.

Full brothers/sisters are defined as children who have the same biological or adoptive parents. Half brothers/sisters are defined as children who share only one biological or adoptive parent. Step brothers/sisters are defined as children who are not related biologically but are of a step parent by a marriage other than with one's father or mother.

### 8.3 **Looked after children and previously looked after children**

a) A 'looked after child' is a child who is in the care of a local authority, or being provided with accommodation by a local council in the exercise of its social services functions at the time of making an application to a school. (Section 22 (1) of the Children Act 1989)

b) A "previously looked after child" is a child who was looked after but ceased to be so because she/he was adopted or became subject to a child arrangements order or special guardianship order immediately following having been Looked After. This includes children who were adopted under the Adoption Act 1976 (see Section 12 Adoption Orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 Adoption Orders)

c) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a child arrangement order.

d) A special guardianship order is defined as an order appointing one or more individuals to be a child's special guardian(s), in accordance with Section 14a of the Children Act 1989.

Evidence that a child is Looked After, or has been previously Looked After, will need to be provided

8.4 For category 7.7, **'Children of a member of St Bede's Catholic College staff'** this means staff who have been employed by the Governing Body of St Bede's for a minimum of two years at the time of application.

8.5 Governors will exceed the published admission number in order that children of multiple births are not separated, where only one child qualifies for a place.

8.6 A Catholic parent who wishes their child to be admitted under 7.9 must submit evidence to confirm that the parent is a baptised Catholic or has been received into the Catholic Church.

8.7 Applications from children coming from overseas *must* be treated in accordance with European Union law or Home Office rules for non-European economic area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

## 9.0 Tiebreakers

9.1 Priority under 7.2, 7.3 and 7.4 will be determined within each category, as follows:

- Children who will have a sibling in Years 7-13 at the College at the time of Admission
- Other children

9.2 Where two or more applications cannot be separated by applying the oversubscription criteria, Governors will use random allocation (drawing lots) in order to rank order such applications. If places are allocated by random allocation then a person independent of the college will supervise.

## **10.0 Late Applications**

- 10.1 The closing date for applications is **31<sup>st</sup> October** of the year prior to the start date. Applications submitted after that date to local authorities will be considered as detailed in the Coordinated Admissions Scheme of the child's home Local Authority. After 31<sup>st</sup> October, all late applications for St Bede's Catholic College will be re-categorised 7.10. Within 7.10, priority will be given to Catholic children for first round offers until the 180 places have been allocated. Thereafter, those late applications will be categorised according to the listed criteria 7.1 to 7.10.
- 10.2 Applications for a Catholic child who has attended a Catholic primary school and has moved into our designated area after the **31<sup>st</sup> October** closing date, and before Governors meet to agree the first round of offers of places, will be placed in 7.2. If they have not attended a Catholic primary school where one was available they will be placed in category 7.4. In the circumstance of these late applications where a Catholic primary school has not been an option, i.e. Forces families or the primary school is full, and evidence is produced to attest to this, these applications will be placed in 7.2.
- 10.3 Once the first round of offers have been made to a parent/carer and the waiting list is established, all applicants who wish to be placed on the waiting list will be categorised according to the criteria for over subscription.

## **11.0 Applications to Year groups other than Year 7 and Mid-Year Admissions**

The Governing Body is the Admissions Authority and is the only body who can offer places at St Bede's. For applications outside the normal admissions round for Year 7, whether in year or at the start of a school year which is not a normal point of entry to the school, a parent/carer should contact the St Bede's Admissions Secretary who will be able to provide information on such applications.

## **12.0 Applications received for September 2017**

Information about the number of applications received and the number of places allocated within each category is available from the Admissions Secretary.

## **13.0 Appeals Procedure**

A parent/carer has a right to appeal against a refusal by the Governing Body to admit a child and should put the appeal in writing to the Clerk of the Governors at the school within 21 days of receiving the letter of refusal. Appeals are arranged in accordance with the School Admissions Appeals Code.

## **14.0 Christian Churches in Communion with Rome**

### **Oriental Rite (or Eastern Catholic) Churches in union with Rome Alexandrian**

Coptic Catholic Church, Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

### **Antiochean (West Syrian)**

Syrian Catholic Church, (Syro-)Maronite Catholic Church, Syro-Malankar Catholic Church

### **Armenian**

Armenian Catholic Church

### **Chaldean (East Syrian)**

Chaldean Catholic Church, Syro-Malabar Catholic Church

### **Constantinopolitan (Byzantine)**

Albanian (Byzantine) Catholic Church, Belarussian Catholic Church, Bulgarian (Byzantine) Catholic, Church Georgian Catholic Church, Greek (Hellenic) Catholic Church, Greek-Melakite Catholic Church, Hungarian (Byzantine) Catholic Church, Italo-Albanian (Byzantine) Catholic Church, Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church), Macedonian Catholic Church, Romanian (Greek) Catholic Church, Russian Catholic Church, Ruthenian (Byzantine) Catholic, Church Slovak (Greek) Catholic Church, Ukrainian (Greek) Catholic Church

Agreed by the Governing Body, 28<sup>th</sup> February 2017