



## DIOCESE OF CLIFTON St Bede's Catholic College Admissions Policy 2020-2021

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

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

and also families from the parish of St Augustine's of Canterbury, Downend, as determined by the map of St Bede's geographical area of prime responsibility.

The Governing Body, acting in accordance the Schools Admissions Code and in consultation 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 2020/2021 is 207. 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. Parents should give their reasons for wanting such an admission in writing to the school, along with any relevant supporting evidence e.g. medical evidence. When making their decision, governors will take into consideration the individual circumstances of each case, and the best interests of the child concerned. If admission outside the normal age group is agreed in principle, for a Year 7 intake application, the parents will need to complete their Local Authority Common Application Form and the oversubscription criteria would be applied, as necessary. 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 should be made on the Local Authority application form and, to be considered in the first round of allocations, be returned to the home Local Authority by **31<sup>st</sup> October 2019.**



- 4.1 The Supplementary Information Form is not an application form, but should 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, 7.6 or 7.10 and returned direct to St Bede's Catholic College by the closing date, 31st October 2019, to be considered in the first round of allocations.
- 4.2 For applications outside the normal Year 7 intake application process for all year groups 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, for Year 7 intake, provide the Bristol Local Authority with the list of applications in criteria order. Offers of places will be made to those who qualify for a place by the Authority in which each child resides **on behalf of the Governing Body on 1<sup>st</sup> March 2020**.

A waiting list of those still seeking a place will be maintained by St Bede's until 31<sup>st</sup> December 2020 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 an Education, Health and Care Plan**

The procedure for the admission of children with 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 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 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 of St Bede's geographical area of prime responsibility and attend the schools in the list below:

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

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 are a Catechumen or are a member of an Eastern Christian church.

- 7.7 Children who have a sibling in Years 7-13 at the College at the time of application
- 7.8 Children of a member of St. Bede's Catholic College staff, employed by the Governing Body.
- 7.9 Other children who attend a school listed in 7.2
- 7.10 Children of a Catholic, Catechumen or Eastern Christian Church parent/carer
- 7.11 Other children.

## 8.0 Definitions

- 8.1 In the context of the Admissions Policy, '**Catholic**' means those baptised as Catholics or those formally received into the Catholic church, or those baptised or formally received into a Church that is in full communion with Rome. Catholics must produce a baptismal certificate or equivalent validation.
- 8.2 Catechumens are persons who wish to be baptised and have been accepted into the Order of Catechumens of the Catholic Church, by the appropriate liturgical rite. Catechumens must produce a certified copy of the entry in the Church's Register of Catechumens.
- 8.3 The Eastern Christian Churches (other than the Eastern Catholic Churches) include the Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church. Members of an Eastern Christian church must produce a certificate of baptism or formal reception.
- 8.4 A **sibling** is defined as a full brother, sister, half brother or sister, step brother or sister of the child for whom a place is sought.

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 necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address considered to be the address of the child for whom the application is made.

A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time. A brother or sister must be attending (or expected by the school to be attending) the school at the time of admission.

### 8.5 **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.

- 8.6 For category 7.8, '**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.
- 8.7 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.
- 8.8 A Catholic parent who wishes their child to be admitted under 7.10 must submit evidence to confirm that the parent is a baptised Catholic or has been received into the Catholic Church.
- 8.9 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 in 7.2, 7.3, 7.4, 7.5 and 7.6 will be determined within each category, in order, as follows:
- Children who have a sibling in Years 7-13 at the College at the time of application
  - 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. All applications that are classified as late will not be considered until round 2 of allocations. During round 2, if places become available, late applications will be considered against the criteria 7.1 to 7.11.
- 10.2 On time applications for a child who has moved into our designated area after 31<sup>st</sup> October closing date will be considered for a place against the criteria 7.2 to 7.11. In the circumstances of a Catholic child late application where a Catholic primary school has not been an option, evidence in the form of a rejection letter to attest to this should be supplied.
- 10.3 Once the first round of offers have been made, 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 In-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 2018**

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** Maps of St Bede's geographical area of prime responsibility are available on the college website [www.stbedescc.org](http://www.stbedescc.org) or can be viewed by appointment at the college.

Agreed by the Governing Body and updated following consultation.