

St. Bede's Catholic College

Specialist Science and Sports College

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DIOCESE OF CLIFTON St Bede's Catholic College Admissions Policy 2017/2018

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 | Filton | St Nicholas | Lawford's Gate |
| The Immaculate Conception | Clevedon | | |

and also families from the parishes of Our Lady of Lourdes, Kingswood and St. Augustine's, Downend for whom St Bede's is their closest Catholic Secondary school, the distance between home and school being measured by Bristol Local Authority.

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. A map of the whole geographical area of prime responsibility is available for inspection at the college office and also on our website.

- 2.0** The Published Admission Number (PAN) for Year 7 in 2017/2018 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**. 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 **31st October 2016**.

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 in the first round of applications under any of the religious, sibling or staff criteria 7.1, 7.2, 7.3, 7.4, 7.6, 7.7, 7.8 or 7.9 giving details of religion and/or siblings and return this form direct to **St Bede's Catholic College by the closing date, 31st October 2016**. A Certificate of Baptism and evidence of first Holy Communion, where applicable, should be attached to this form.



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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 Local Authority with the list of applications to be offered the 180 places. Offers of places will be made by the Authority in which you reside **on behalf of the Governing Body on 1st March 2017.**

A waiting list of those still seeking a place and late applications from families moving into the area or who were otherwise unable to apply by the specified date, will be maintained by St Bede's until 31st December 2017 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 Statements of Special Educational Needs or Education, Health and Care Plans

The procedure for the admission of children with Statements of Special Educational Needs or Education, Health and Care Plans 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 and offered places 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 **who reside** in the St Bede's geographical area of prime responsibility and attend the schools in the list below from the parishes listed in 1.0

| | |
|--------------------------|-------------------------------------|
| Corpus Christi | Weston-super-Mare |
| Holy Family | Patchway |
| Our Lady of Lourdes | Kingswood |
| Our Lady of the Rosary | Lawrence Weston |
| St Augustine's | Downend (dependent on home address) |
| 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 with siblings already registered for a place at the college at the start of the academic year for which the admission is sought.

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

7.8 Children of another Christian church

7.9 Children of a Catholic parent

7.10 Other children.

8.0 Definitions

8.1 In the context of the Admissions Policy '**Catholic children**' means those baptised as Roman Catholics and who can produce a baptismal certificate or equivalent validation.

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 22nd 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 Children of another **Christian** church who can provide evidence of membership of such a church. In the context of the Admissions Policy, other Christian denominations means those from churches recognised by Churches Together In England who have provided a baptism certificate, dedication certificate or confirmation of being of the said faith from their minister or leader in charge. Details of member of Churches Together in England are available on their website.

8.5 For '**Children of a member of 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.

8.6 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.

8.7 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.

8.8 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.

8.9 Evidence of First Holy Communion can be either a certificate signed by a priest or deacon or any other such evidence to acknowledge the fact that the child has received this Sacrament.

9.0 Tiebreakers

- 9.1 If applications under 7.2, 7.3 or 7.4 exceed the planned number of 180 then, applications will be ranked within each category as follows:
- Siblings who have made their First Holy Communion
 - Other siblings
 - Children who have made their First Holy Communion
 - Other children
- 9.2 In the circumstances 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 selection then a person independent of the college will adjudicate.

10.0 Late Applications

- 10.1 The closing date for applications is **31st October** of the year prior to the start date. After that date, late applications from baptised Catholics will be re-categorised 7.8 and given priority in this category, and non-Catholic children re-categorised as 7.10 for first round offers until the 180 places have been allocated. Thereafter, such applications will be categorised according to the listed criteria.
- 10.2 Applications for a Catholic child who has attended a Catholic primary school and has moved into our designated area after the **31st 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 2016

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 20 days of receiving the letter of refusal. Appeals are arranged in accordance with the School Admissions Appeals Code.

Agreed by the Governing Body by the 26th February 2016

Updated in September 2016 following advice from the Office of the Schools' Adjudicator

September 2016