



**DIOCESE OF CLIFTON**  
**St Bede's Catholic College**  
Admissions Policy 2023-2024

**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 of Assisi	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 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
		St Augustine's of Canterbury	Downend

The Academy Trust is the admissions authority. The term "governing body" is used throughout this policy to refer to the admission authority under the appropriate constitutional arrangements. The term "governing body" is used throughout this policy to refer to the admission authority under the appropriate constitutional arrangements. Governors comply with Local Authority Fair Access protocols 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 2023/2024 is 207.**

For other year groups, please contact the St Bede's Admissions Secretary. For Sixth Form admission, please refer to our Sixth Form Admissions Policy on our website or from the college reception.

**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. 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. If you wish to proceed with an out of year group application, please contact the Admissions Secretary in the first instance, for further information.

**4.0 Coordinated admissions arrangements**

**4.1** 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 2022.

**4.0** 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 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 2022, to be considered in the first round of allocations.

## **5.0 The Governing Body will consider all applications.**

- 5.1** 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 1st March 2023.
- 5.2** All applicants who wish to be placed on the waiting list will be categorised according to the criteria for oversubscription.
- 5.3** A waiting list of those still seeking a place will be maintained by St Bede's until 31<sup>st</sup> December 2023 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 Catholic College, 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 Over-subscription**

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. For the purposes of this policy, 'Catholic' includes a Looked After Child living with a family where at least one of the parents is confirmed as being Catholic.
- 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 the Rosary       | Lawrence Weston   |
| SS Peter & Paul              | Redland           |
| St Augustine's of Canterbury | Downend           |
| St Bernard's                 | Shirehampton      |
| St Bonaventure's             | Bishopston        |
| St Francis of Assisi         | Nailsea           |
| St Joseph's                  | Portishead        |
| St Mary's                    | Bradley Stoke     |
| St Nicholas of Tolentine     | Lawford's Gate    |
| St Teresa's                  | Monks Park        |

Catholic children who were unable to obtain a place at a Catholic primary school listed will be considered in category 7.2, providing an application was made at the first opportunity. Written evidence, (preferably to accompany the Supplementary Information Form), is required in the form of a letter from the primary school, clearly stating the rejection of a place.

- 7.3** Other Catholic children within our area of prime responsibility.
- 7.4** Other Catholic children.
- 7.5** Looked After Children and previously Looked After Children.
- 7.6** Children who are a Catechumen.

- 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 parent or carer.
- 7.11 Other children.

## 8.0 Definitions

**8.1 'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The governing body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese. For the purposes of this policy (7.1), 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic.

**8.2 Catechumens** are persons who 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 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.

- a) 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.
- b) 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.

## 8.4 Looked after children and previously looked after children:

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

- 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, including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 Order) and including those children who have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 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.

**8.5** 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.

**8.6** Governors will exceed the published admission number in order that children of **multiple** births (or siblings born the same year) are not separated, including when not all of the children qualify for a place.

**8.7** A **Catholic parent** who wishes their child to be admitted under 7.10, or a Catholic parent or carer who wishes a looked after child to be admitted under 7.1, 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.

## **9.0 Tiebreakers**

**9.1** Priority in 7.1, 7.2, 7.3, 7.4, 7.5 and 7.6 will be given within each category, to children who have a sibling in Years 7-13 at the College at the time of application.

**9.2** Where two or more applications cannot be separated by applying the oversubscription criteria, Governors will direct the Admissions Secretary to 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**

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.

## **11.0 In-Year Admissions**

**11.1** The Academy Trust is the Admissions Authority and has delegated responsibility for admissions to the Governing Body and is the only body who can offer places at St Bede's. For applications outside the normal admissions round for Year 7, and applications for years 8-11, whether in year or at the start of a school year, a parent or carer should contact the St Bede's Admissions Secretary who will be able to provide information on such applications to include; how to make an application, notification of outcome and details about the right to appeal.

**11.2** If any application is unsuccessful, applicants may be placed on a waiting list. Intention to remain on any waiting list will be requested in July of each academic year. Applicants will be placed on waiting lists according to criteria for over subscription.

## **12.0 Applications received for September 2021**

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/carers 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.