

St. Bede's Catholic College

Specialist Science and Sports College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

T: 0117 377 2200 E: contact@stbedesc.org W: www.stbedesc.org

Principal: Ms C Hughes, B.Ed



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 **31st October 2017.**



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- 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 1st March 2018**.

A waiting list of those still seeking a place will be maintained by St Bede's until 31st 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 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 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 **31st 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 31st 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 **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 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, 28th February 2017

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Areté Sixth Form Admissions Arrangements September 2018

St. Bede's Catholic College is an Independent Academy established by the Diocese of Clifton.

Applications for Admission to "Areté Sixth" can be found on our website or from the Admissions Secretary at the College.

Closing date for applications: 8th January 2018

The Christian character of the St. Bede's Community.

We at St. Bede's are charged with the education of the scholars entrusted to our care. It is our desire that they achieve well, securing the highest academic and personal standards and are enabled to develop all their God given gifts and talents, for the greater good and the service of others. As a Gospel driven community we believe that academic success and spiritual development lie at the very heart of who we are, both as individuals and as a community learning and growing together.

Students currently attending Year 11 at St Bede's Catholic College, who express a preference for a place, will be admitted to the Areté Sixth Form provided they meet the admissions criteria.

Admissions Criteria – the Areté Sixth

- 1.0 A Published Admission Number (PAN) applies to the entry of scholars from other educational establishments. This is the minimum number of places that will be set aside for external scholars, provided they meet the published examination requirements.
- 2.0 The Published Admission Number (PAN) for **September 2018 is 10.**
- 3.0 Year 11 scholars wishing to transfer to the St. Bede's Sixth Form from other educational establishments must complete the Application Form and submit this to the College by the published deadline of 8th January 2018.

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- 4.0 If there are more external applications than places available in the PAN then each application received on time will be ranked against the oversubscription criteria as outlined below. Those applications ranked highest, who achieve the entry standard required as outlined in this policy, will be offered places up to the number available.
- 5.0 The college will admit any students with a Statement of Educational Need (or with an Education, Health and Care Plan), whose Statement/Plan names the college.
- 6.0 Scholars who meet the published examination requirements and are unsuccessful in securing a place will be entered on a waiting list, if this is their wish. Should places become available by 31st December 2018 these will be offered in accordance with the oversubscription criteria.
- 7.0 Applications from children coming from overseas must be treated in accordance with European Union law and Home Office rules from non-European economic area nationals. Non-statutory guidance on this is available on the website of the Department for Education.
- 9.0 All offers of places to scholars are conditional on them meeting the published examination entrance requirements as detailed under “Entrance Examination Requirements” in this policy.

11.0 Oversubscription Criteria

- 11.1 Catholic scholars who are Looked After and Catholic scholars who were previously Looked After but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been Looked After. A baptismal certificate will be required to be submitted with the application.
- 11.2 Scholars who are baptised Catholic. A baptismal certificate will be required to be submitted with the application.
- 11.3 Scholars who are Looked After and scholars who were previously Looked After but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been Looked After.
- 11.4 Other scholars.

12.0 Definitions

- 12.1 In the context of the Admissions Policy ‘Catholic scholars’ means those baptised as Roman Catholic (or have formally been received into the Catholic Church) and who can produce a baptismal certificate or equivalent validation.
- 12.2 Looked After Children are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in 22(1) of the Children Act 1989) at the time of application.

For those who were Previously 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)

-child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

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

13.0 Tie Breakers

A 'tie breaker' will be applied where the admission number is reached part way through any oversubscription criterion and there is a need to decide which scholars meeting this criterion are to be allocated places and which are to be refused. For this purpose, the following tie breaker rules will apply:

13.1 Governors will breach the published admission number in order that scholars of multiple births, who meet the entrance examination requirements, are not separated, where one qualifies for a place.

13.2 Scholars living nearest the college will have priority. The distance between home and college, from home gate (front door where there is no gate or street door of an apartment block) to pedestrian college gate as a straight line measurement by Bristol Local Authority.

13.3 Random selection, i.e drawing of lots. If places are allocated by random selection, then a person independent of the college will supervise the draw.

14.0 Entrance Examination Requirements

14.1 All scholars will be expected to have achieved at least five 9-5 passes at GCSE (or equivalent), with English and Mathematics at a minimum of grade 5.

14.2 Scholars will be expected to have achieved at least a grade 6 in subjects they wish to study at A level. In the case of mathematics, this will be a grade 7 and a pass in the pre-entrance test in order to ensure student success.

14.3 Scholars must meet entry requirement levels in at least three subjects.

14.4 The ability to study four A level subjects will be available for those whose academic record indicates this is an appropriate course of study and will generally be a straight grade 9/8/7 student. A decision on this will be made by the Director of Sixth Form, and based on evidence of suitability.

14.5 For subjects not on offer at GCSE, scholars will need to meet the entry requirement criteria in related subjects to ensure success.

14.6 In exceptional cases, a student who was predicted a grade 5 in Mathematics and has failed to achieve this minimum grade and has reached all the other standards, may be offered a place if one is available. In such circumstance, this student must retake GCSE Mathematics in order to secure a grade 5.

14.7 The facility to study As Level courses is available in some subjects.

15.0 Appeals

Parents or scholars whose application has been formally refused will have the right to appeal against the decision of the Admission Authority. An appeal form and information explaining how to exercise this right will be available from the Admissions Secretary.

Agreed by the Governing Body by 24th February 2017.

