



## **Admission Policy 2018/19**

Our Mission is to develop the whole person in a Catholic learning community, to provide a loving Christian environment and to strive for excellence, equality, justice and fairness.

### **Introduction:**

St Bernadette Catholic Secondary School, Bristol was established by the Diocese of Clifton and serves the following parishes:

|                           |  |
|---------------------------|--|
| Christ the King, Knowle   | St Joseph, Fishponds                     |
| Holy Cross, Bedminster    | St Mary-on-the-Quay, central Bristol     |
| Sacred Heart, Chew Magna  | St Nicholas of Tolentino, Lawford's Gate |
| St Bernadette, Whitchurch | St Patrick, Redfield                     |
| St Gerard Majella, Knowle | St Pius X, Hartcliffe and Withywood      |

and parts of the parishes of Our Lady of Lourdes, Kingswood and St Augustine, Downend, for whom St Bernadette is the nearest Catholic Secondary School to the home address, the distance between home and school being measured by Bristol Local Authority.

Together these areas form the geographical area of prime responsibility. A map of the whole geographical area of prime responsibility is available for inspection at the school's main office and is also available on the school website [www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)

### **1. Control of admissions**

The Governing Body, acting in consultation with the Clifton Diocese Department for Schools and Colleges and in accordance with the School Admissions Code, is responsible for admissions and as an inclusive school will admit children without regard to aptitude, ability or previous attainment. Governors comply with the Bristol Local Authority Fair Access protocol and the School's Trust Deed.

### **2. Published Admission Number (PAN)**

The Published Admission Number for Year 7 in 2018/2019 is 150. This is also the number of places available in other year groups.

### **3. Applications for admission outside the normal age group**

These will be considered and the advice of specialist advisers and other relevant professionals will be sought as appropriate. Applications should be put in writing to the school. If admission is agreed by the governors, in principle, the parent/carer will need to complete their Local Authority Common Application Form and if necessary, the oversubscription criteria will be applied.

### **4. Co-ordinated admission arrangements**

Under the co-ordinated admission arrangements all parents/carers must make their application for schools to their home Local Authority (LA) using their common application form (CAF) by 23:59 hours on 31st October 2017.



All parents/carers who apply and wish the application to be considered on religious grounds, categories 5.1, 5.2, 5.3, 5.6 and 5.7 (outlined below), must provide either certificate evidence of membership of their religious/faith community or written confirmation of membership signed by their minister or leader in charge. Parents/carers can use the Supplementary Information Form attached to this policy for clarification of the evidence required and may choose to use the form when sending the required evidence of faith to the school if they so wish. All parents/carers who choose to return evidence to support their application for the first round of allocations must submit it to the school by 23:59 hours on 31<sup>st</sup> October 2017.

Where the number of applications exceeds the number of places available, the Governing Body will rank the applications in accordance with this Admission Policy's over subscription criteria. A list indicating ranking and criterion under which the applications were ranked will be sent to the Bristol Local Authority. The home Local Authority will on behalf of the Governing Body notify parents/carers who applied by the closing date, of the outcome of their application on 1st March 2018.

A waiting list, of those still seeking a place, will be maintained by St Bernadette's until 31st December 2018. Each child added to the list will require the list to be re-ranked in accordance with the criteria outlined in this policy and available places will be offered in accordance with the criteria for over-subscription.

#### **Children with an Education, Health and Care Plan (EHC)**

There is a different procedure for the admission to school for children with an Education, Health and Care Plan (previously known as a Statement of Special Educational Needs). It is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Education, Health and Care Plan and consulting parents/carers and the Governing Body if a preference has been made for St Bernadette's, before the school is then named in plan. If St Bernadette's is named in the plan the child will be admitted before the over subscription criteria are applied to all other applicants.

#### **5. Allocating places**

In the event of over-subscription i.e. more applications received than places available, applications will be ranked in accordance with the following criteria, given in order of priority:

- 5.1 Baptised Catholic Looked After Children at the time of application and baptised Catholic children, who were previously Looked After, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or a Special Guardianship Order) immediately following having been Looked After.
- 5.2 Baptised Catholic children from St Bernadette Catholic Secondary School's geographical area of prime responsibility, as defined in the introduction of this policy.
- 5.3 Other baptised Catholic children.
- 5.4 Looked After Children at the time of application and previously Looked After Children.
- 5.5 Children with a brother or sister who will be attending St Bernadette Catholic Secondary School at the time of admission.
- 5.6 Children, in St Bernadette Catholic Secondary School's prime area of responsibility, of other Christian denominations.
- 5.7 Children, in St Bernadette Catholic Secondary School's prime area of responsibility, of non-Christian traditions.
- 5.8 All other children.



## **6. Tiebreakers**

6.1 Within each criterion, children who attend one of the following Catholic Primary Schools in St Bernadette Catholic Secondary School's geographical area of prime responsibility and those who attend Our Lady of Lourdes Catholic Primary School, Kingswood, or St Augustine Catholic Primary School, Downend, for whom St Bernadette is the nearest Catholic Secondary School (as defined in the Introduction to this policy), will be given priority.

- Holy Cross Catholic Primary School, Bedminster
- School of Christ the King, Knowle
- St Bernadette Catholic Primary School, Whitchurch
- St Joseph Catholic Primary School, Fishponds
- St. Nicholas of Tolentino Catholic Primary School, Lawford's Gate
- St Patrick Catholic Primary School, Redfield
- St. Pius X Catholic Primary, Hartcliffe and Withywood

6.2 Once the tie breaker has been applied, then distance between home and school, as measured in a direct line, will be the next consideration. In the circumstances where applicants live at equal distance to the school, 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 school will supervise.

Governors will breach the Published Admission Number in order that children of multiple births are not separated.

## **7. Applications mid-year and to year groups other than year 7**

All enquiries for admissions outside the normal round must be made to the Admissions Secretary at the school. Parents/carers who wish to formally apply for a place will be sent the Admissions Policy and will be asked to apply in writing.

In the event that a place is refused, a waiting list will be maintained by the school. Each application will remain on the list for a period of ten calendar weeks from the date of the refusal letter. When the ten weeks have expired, requests by the parent/carer to remain on the waiting list for a further period of ten calendar weeks must be made in writing to the school.

When a place becomes available, applicants on the waiting list are ranked in accordance with the oversubscription criteria. Each child added to the list will require the list to be re-ranked in accordance with the criteria and so positions on the list may change.

## **8. Previous years' figures**

Information about the number of applications received and the number of places allocated within each category for 2017-18 is available from the school office and/or Bristol Local Authority.

## **9. Appeals Procedure**

Parents/carers have a right to appeal against a refusal by the Governing Body to admit their child and should put their appeal in writing to the Clerk to Governors at the school. Appeals are arranged and



conducted in accordance with the Schools Admission Appeals Code.

### Definitions:

**Looked After Children** are children who at the time of application are a) in the care or interim care of a Local Council or b) being provided accommodation by a Local Council in the exercise of their social services function (see definition in section 22 (1) of the Children Act 1989).

**Previously Looked After Children** are children who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangements Order or a 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).

Child Arrangement 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 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).

**Home Local Authority** is the Local Authority area which serves the child's home address.

**Catholic children** - In the context of the Admissions Policy, Catholic children means those with certificate evidence of Catholic baptism in the Roman Catholic Church or a Church in Communion with Rome (listed at the end of this document). A copy of a baptismal certificate or equivalent validation should be sent to the school. To be considered in the first round of allocations, it must be submitted by 31st October 2016. The governors may also request sight of the original certificate. Where a certificate is not available, a statement from a member of the clergy, confirming that the child has (or in their opinion has) been baptised or received into the Catholic Church must be provided.

**Children of other Christian denominations** - In the context of the Admissions Policy, Children of 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 churches of Churches Together in England are available on their website or from the school.

**Children of non-Christian traditions** - In the context of the Admissions Policy, Children of non-Christian traditions means those of traditions that are part of the Inter Faith Network for the UK who have provided confirmation of membership from their minister or leader in charge. Details of member faiths are available on their website or from the school.

**A brother or a sister** is defined as a full brother or sister, half brother or sister, step brother or sister, adopted brother or sister, living at the same address for the majority of the time. 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. The brother or sister must be attending (or is expected by the school and the home Local Authority to be attending the school at the time of admission.

**Distance between home and school** - Distance between home and school is supplied by the Bristol Local Authority. Distance will be measured in a direct line from a point on the home address as held by the Local Authority to the doors at the entrance to the school building using Bristol Local Authority's computerised mapping system. Where parents/carers have shared responsibility for a child and that child resides part of the week with a parent/carer at a different address, then the address at which the child resides for the majority of the week will be used. In the event of the child spending an equal amount of time at each address, the nearest address will be used. Evidence will need to be provided to confirm these arrangements.

### Churches in Communion with Rome

- Personal Ordinariate. Baptised children of parents/carers who are members of the Ordinariate established under The Apostolic Constitution Anglicanorum Coetibus of November 4th 2009
- Coptic Catholic Church
- Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)
- Syrian Catholic Church
- (Syro-)Maronite Catholic Church
- Syro-Malankar Catholic Church
- Armenian Catholic Church
- Chaldean Catholic church
- Syro-Malabar Catholic Church
- Albanian (Byzantine) Catholic Church
- Belarussian Catholic Church
- Bulgarian 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



# St Bernadette Catholic Secondary School

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## SUPPLEMENTARY INFORMATION FORM ADMISSION – SEPTEMBER 2018 - 2019

This is not an application form. It can be used to clarify the evidence required if you wish your application to be considered on religious grounds i.e category 5.1, 5.2, 5.3, 5.6 & 5.7. You may choose to use this form when submitting the required evidence to the school. Clear copies of evidence sent to the school via email are acceptable.

### SECTION 1

Child's surname: \_\_\_\_\_ Child's forename: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

### SECTION 2

Please tick **one** of the following:

| Tick One                 | Category   | Parent/Carer Signature |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | My child is a baptised Catholic and I wish to be considered under category 5.1, 5.2 or 5.3. (I attach a copy of my child's baptism certificate).   |                        |
| <input type="checkbox"/> | My Child is a Christian and I wish to be considered under category 5.6. I attach a copy of my child's baptism certificate, or dedication certificate, or I have asked my minister or leader in charge to sign below. |                        |
| <input type="checkbox"/> | I wish my child to be considered under category 5.7 (children of non-Christian traditions) and I have asked my faith leader to sign below.   |                        |

Name of Religion/ faith community: \_\_\_\_\_

I confirm that this child is of the religious/faith community below (please provide official stamp).

Signature of Minister or Faith Leader:

\_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Church or place of worship official stamp*