



DIOCESE OF CLIFTON
St. Bernard's Catholic Primary School
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ADMISSIONS POLICY FOR 2018-2019

"Following the footsteps of Jesus, we celebrate and learn together"

1. INTRODUCTION

St. Bernard's is a Catholic voluntary aided primary school, which was established by Clifton Diocese to serve the parish of St Bernard. A map of the parish boundary is attached and available on the School's website. The purpose of this policy is to ensure that the Governors acting as the Admission Authority undertake admissions in a fair and equal manner in line with the school's trust deed and Catholic ethos.

We are an inclusive school following the teachings of the Catholic Church. We ask all those that apply for a place here to respect the ethos of the School and its importance to the School community.

This does not affect the right of those who are not of the denomination/faith of this School to apply to be considered for a place at the School.

This policy has been drawn up according to the School Admission Code and in consultation with Clifton Diocese and the Bristol Local Authority.

2 ADMISSION NUMBER

The Admission Number for the Reception Class is **thirty** and this is also the number of places available in other year groups.

3. APPLICATION AND ADMISSION FOR RECEPTION

Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However they are not required to attend school until the beginning of the term in which they reach compulsory school age. A parent/carer offered a place may defer the date their child is admitted to the School until later in the School year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the School year for which the offer was made. If a parent/carer wishes a deferment they should indicate so when accepting any offer of a place.

Applications for a place at the school should be made using the Common Application Form of the Local Authority for where the child lives – their 'home' Local Authority. For children living in Bristol the **Bristol Local Authority's Common Admissions form and must be submitted to www.bristol.gov.uk/schooladmissions or Schools Admissions Bristol City Council, PO Box 3176, Bristol, BS3 9FS.** To be considered in the first round of allocations the common application form must be returned to the home **Local Authority** by midnight on 15th January 2018.

In order to assist the Governors in applying their oversubscription criteria applicants applying under any of the Catholic based criteria, must produce the child's original Certificate of Baptism **directly to the school by 15th January 2018**

To be considered in the first round of allocations the original Certificate of Baptism must be produced at the school by midnight on 15th January 2018.

It is not a requirement to produce the pupil Baptism Certificate. However, if the pupil's Baptism Certificate is not produced to the School then this may result in the application being considered under a lower category within the criteria, if the school is oversubscribed.

After the 15th January 2018 the Bristol Local Authority will inform the Governors of all applications and the Governors will then rank all the applications accordingly. In the event of oversubscription, the Governing Body will apply its criteria as listed below and notify the Bristol Local Authority of its decisions.

The home Local Authority acting on behalf of the Governors will then notify parents on **16th April 2018** of the outcome of their application.

4. LATE APPLICATIONS FOR RECEPTION ADMISSIONS

Applications received after the closing date will be processed in accordance with Coordinated Admission Scheme of the child's home Local Authority.

5. ADMISSION BELOW COMPULSORY SCHOOL AGE

Children offered a place for the Reception Year are entitled to a full time place in the September following their fourth birthday.

However, when offered a place, a Parent/Carer may defer the date their child is admitted to the School until later in the School year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the School year for which the offer was made; and where a Parent/Carer offered a place wishes, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6. ADMISSION OUTSIDE OF NORMAL AGE GROUP

Admissions outside the normal age group should be made in writing to the school and will be considered on the basis of the circumstances of each case, and the advice of specialist advisers and other relevant professionals may be sought as appropriate. Where for children born between 1 April and 31 August, delayed admission until the following school year is agreed in principle, the parent/carers will need to complete a home Local Authority common application form and the oversubscription criteria will be applied as appropriate.

7. CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS / EDUCATION, HEALTH AND CARE PLAN (EHCP)

There is a different procedure for the admission to school for children with a Statement of Special Educational Need/Education Health and Care Plan: it is administered by the Local Authority in whose area the family lives. The Local Authority is responsible for issuing the Statement/Education Health and Care Plan and consulting parents and the governing body of the school, if a preference has been made for the school, before the school is named in the Statement/Education Health and Care Plan. Once the school is named in a child's Statement/Education Health and Care Plan then such children are admitted to the school before the criteria below are applied to all other applicants.

8. IN THE EVENT OF OVER SUBSCRIPTION

If the school receives more applications than there are places available, the following criteria, given in order of priority, will be used to determine the ranking of applications.

- i. Baptised Catholic Children who are looked after or 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.
- ii. Baptised Catholic Children living in the Parish of St Bernard's who will have a sibling (as defined below) at the school at the time of their admission.
- iii. Baptised Catholic children living in the parish of St Bernard's
- iv. Baptised Catholic children living outside the parish of St Bernard's who will have a sibling (as defined below) at the school at the time of their admission
- v. Baptised Catholic children living outside the parish of St Bernard's
- vi. Children who are looked after or 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.
- vii. Children who will have a sibling (as defined below) at the school at the time of their admission.
- viii. Other children not in the above categories.

To be considered in Categories 8i to 8viii, a valid baptismal certificate or equivalent validation must be sent to the school. To be considered in the first round of allocations it must be submitted by midnight on 15th January 2018.

DEFINITIONS

- (a) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- (b) Looked After Children are children who are (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time an application to a school is made.
- (c) For Children 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 and 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).
- (d) In the case of children of multiple births, if only one child qualifies for a place, the Governing Body will not split them and so would offer a place(s) for the other child(ren), over the Admission Number. For children in Key Stage One, this would be a permitted exception to Infant Class Limits.
- (e) Baptised Catholic Children in the context of the Admissions Policy means a child baptised as a Roman Catholic in a Church which is in Communion with the See of Rome or baptised into another Christian denomination but has been subsequently received into a Catholic Church which is in Communion with the See of Rome. 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.

9. TIEBREAKERS

Priority within each criterion will be determined by random allocation of applicants within that category by the drawing of lots undertaken by governors and supervised by someone independent of the school.

10. WAITING LIST FOR RECEPTION INTAKE

A waiting list of those still seeking a place for Reception will be held by the School & Bristol Local Authority until 31st December 2018 and then discarded.

Each added child to the list will require the list to be ranked again in line with the published over-subscription criteria above.

11. IN-YEAR APPLICATIONS

Applications which are made during the year for any year group will be considered by the Governors.

Application Forms are available from the school.

Applications should be made directly to the School.

If there are any vacancies in the requested year group, a place will be offered. If however there are more applicants than places available, all the applications will be considered against the oversubscription criteria listed above.

12. APPEALS PROCEDURE

A parent/carer has the right to appeal against the refusal by the Governing Body to admit their child, and should put their appeal in writing to the **Clerk to the Governors at the school**.

Appeals will be arranged and conducted in accordance with the Department For Education School Admissions Appeals Code.

The final policy was agreed on 7th December 2016.