INTRODUCTION

St Bernadette Primary School is a Catholic voluntary aided primary school, which was established by the Church to serve the parishes of St. Bernadette, Whitchurch, St. Gerard Majella, Knowle and Sacred Heart, Chew Magna. Maps confirming the parish boundaries can be found in Appendix 1. 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 Clifton Diocese By Laws for Voluntary Aided Schools and Catholic ethos. This policy has been drawn up according to the School Admissions Code and in consultation with Clifton Diocese and the Bristol Local Authority.

In this policy, the term “parent” includes the natural or adoptive parent of the child, or any person who is not a parent of the child but who has parental responsibility for, or care of, the child.

THE SCHOOL’S MISSION STATEMENT

‘Living and Learning through Christ’

At St Bernadette Catholic Primary school, Catholicity permeates all aspects of teaching and learning. Our values and beliefs aim to provide a strong level of coherence and focus which enriches the whole child, ‘body, mind and spirit’. High expectations are expected and articulated so that they are made explicit to all.

The Governing Body is the Admission Authority for the school, and is responsible for drawing up and determining admission arrangements which clearly set out how children will be admitted as pupils, including the oversubscription criteria to be applied where there are more applications than available places. All admission arrangements (which include the Admission Policy and Application for Admission outside Normal Age Group Form) must comply with the School Admissions Code 2014.

A copy of the child’s Baptismal Certificate must be provided to the school by the 15th January 2019 (application closing date). Where the baptismal certificate has been mislaid, a copy must be obtained from the church where the baptism took place.
PUBLISHED ADMISSION NUMBER

The Published Admission number (PAN) for Reception is 30 and this is also the number of places available in other year groups.

AGE OF ADMISSION TO RECEPTION YEAR

Children are entitled to a full-time place at school in the September following their fourth birthday. Children do not, however, reach compulsory school age until the first of three prescribed dates following their fifth birthday. The three prescribed dates are 31 December, 31 March and 31 August, however children who defer entry will generally start school on the first day of the spring or summer term as appropriate.

PARENTAL OPTIONS

Parents offered a place can opt for their child to defer starting school, attend school part-time or a combination of both, depending upon the date on which their child was born during the academic year. A summary of these options is set out in Appendix 2.

CHILDREN WITH AN EDUCATION, HEALTH and CARE PLAN (EHCP)

The admission of children with an Education Health Care Plan (previously known as a Statement of Special Educational Need) is dealt with under a separate statutory procedure and does not fall under the procedure or criteria outlined in this policy. It is administered by the Local Authority for the child’s home address. The Local Authority is responsible for issuing the EHCP 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 Plan. Once the school is named in a child’s EHC Plan then such children are allocated a place at the school, without reference to the oversubscription criteria contained in this policy.

APPLICATION PROCEDURE

The Local Authority for the school is Bristol City Council, and it is the local authority which is responsible for co-ordinating the admission of all children living within its area into Reception Year at all schools in September of each year. This remains the case even where the school is its own Admission Authority.

1. Applications for a place at the school should be made on the local authority’s Common Application Form (CAF) to the Local Authority (LA) in which the child lives (the child’s home LA), preferably online.
   If the child lives in Bristol, application may be made online using the eAdmissions service https://www.bristol.gov.uk/schools-learning-early-years/primary-admissions or a paper CAF may be submitted to Bristol City Council at “School Admissions Team, PO Box 3176, Bristol, BS3 9FS”, In order to be considered in the first round of allocations, applications must be received by Midnight on 15th January 2019. Bristol City Council will send to the school details of all children whose parents have expressed a preference for the school.

2. If the child’s baptismal certificate is not received by the school by 15th January 2019, the Governing Body will consider the application and make its decision based on the information that was received by that date. This is likely to result in the child
falling into the next category which applies to this child and may therefore result in the child not being offered a place which he or she may otherwise have been offered if the certificate had been provided on or before the deadline.

4. The Governing Body will apply the criteria outlined in this policy to the applications and notify Bristol City Council of its ranking of the applications. Bristol City Council will then notify parents of the outcome of their application on 16th April 2019, on behalf of the Governing Body.

OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, places will be offered in the following order of priority:

1. **Looked After and Previously Looked After Children who have been Baptised in a Catholic Church**

   Looked After and previously Looked After children (as defined below) who have been baptised in a Catholic church (as defined in Appendix 3) will be allocated places in this category.  
   
   **A copy of the child’s baptismal certificate** must be provided at the same time as the application for the child to be considered under this category. Where the baptismal certificate has been mislaid, a copy must be obtained from the church where the baptism took place.

2. **Children who have been Baptised in a Catholic Church living within the parish of St Bernadette or St Gerard Majella or Sacred Heart, with a Brother or Sister at St Bernadette Catholic Primary School**

   Children who have been baptised in a Catholic church (as defined in Appendix 3) and will have a brother or sister at the school at the date of admission will be allocated places in this category.  
   
   Parents should ensure that the name of the brother or sister is clearly stated in the Common Application Form submitted to the home local authority. Failure to do so may result in the brother or sister being disregarded and the application being placed into the next category which applies to the child.  
   
   **A copy of the child’s baptismal certificate** must be provided to the school by the application closing date for the child to be considered under this category. Where the baptismal certificate has been mislaid, a copy must be obtained from the church where the baptism took place.

3. **Children who have been Baptised in a Catholic Church living within the parish of St Bernadette or St Gerard Majella or Sacred Heart.**

   **A copy of the child’s baptismal certificate** must be provided to the school by the application closing date for the child to be considered under this category. Where the baptismal certificate has been mislaid, a copy must be obtained from the church where the baptism took place.

4. **Children who have been Baptised in a Catholic Church, with a Brother or Sister at St Bernadette Catholic Primary School**
Children who have been baptised in a Catholic church (as defined in Appendix 3) and will have a brother or sister at the school at the date of admission will be allocated places in this category.

Parents should ensure that the name of the brother or sister is clearly stated in the Common Application Form submitted to the home local authority. Failure to do so may result in the brother or sister being disregarded and the application being placed into the next category which applies to the child.

**A copy of the child’s baptismal certificate** must be provided to the school by the application closing date for the child to be considered under this category. Where the baptismal certificate has been mislaid, a copy must be obtained from the church where the baptism took place.

5. **Children who have been Baptised in a Catholic Church**
Children who have been baptised in a Catholic church (as defined in Appendix 3), will be allocated places in this category.

**A copy of the child’s baptismal certificate** must be provided to the school by the application closing date for the child to be considered under this category. Where the baptismal certificate has been mislaid, a copy must be obtained from the church where the baptism took place.

6. **Other Looked After and Previously Looked After Children**
Looked After and previously looked after Children (as defined below), not falling within Category 1 will be allocated places in this category.

7. **Children of other Christian Denominations**
A copy of the child’s baptismal certificate, dedication certificate or confirmation of being of the said denomination from their minister or leader in charge must be provided to the school by the application closing date for the child to be considered under this category. Where the certificate has been mislaid, a copy must be obtained from the church which provided the original.

8. **Children of other Faiths**
A signed statement confirming the child of being of the said faith from a religious leader must be provided to the school by the application closing date for the child to be considered under this category.

9. **All Other Children**
All other children will be considered for places in this category.

**TIE BREAK**

Priority within each category will be given in the following order:

i) Children with a brother or sister at the school at date of admission.

ii) Random Allocation

**RANDOM ALLOCATION**
Random Allocation means the drawing of lots carried out by the Admissions Committee and in the presence of a person who is independent of the school.

**SUPPORTING EVIDENCE**
A copy of a Baptism Certificate is required to confirm a child is a baptised Catholic. A certificate of Reception into the church is also accepted as proof of being a ‘Baptised’
Catholic. Here the term ‘certificate’ includes a certified copy of an entry in the appropriate register. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest/School may seek advice from Clifton diocese. Whilst a copy of a certificate is acceptable, the governors reserve the right to request to see the original certificate.

LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN
A looked after Child is a child who is a) in the care of the local authority, or b) being provided with accommodation by a local authority in the exercise of its social services functions. A previously looked after child is a child who was a Looked After Child but ceased to be so because he or she was adopted, made subject to a child arrangements order or made subject to a special guardianship order immediately following being looked after. For further details of what is meant by these terms, please refer to paragraph 1.7 of the School Admissions Code 2014, which can be accessed on the Department for Education’s Website.

BROTHER OR SISTER
A brother or sister is defined as a person sharing the same natural or adoptive parents, a half-brother or half-sister sharing at least one natural or adoptive parent, a step-brother or step-sister with one parent of each having married the other, a foster brother or sister, or a child of the partner of their natural or adoptive parent where they have been cohabiting as a couple for a minimum of two years preceding the application. Unless the brother or sister share the same two natural or adoptive parents as the applicant, they must live at the same home address of the child for whom application is made, for more than 51% of the time.

For the avoidance of doubt, children of extended family members (for example, cousins) living at the same address as the applicant child will not be considered brother or sister for the purpose of this policy.

CHILD’S HOME ADDRESS
The child’s home address is defined as the address at which the child resides (and sleeps at overnight) for 51% or more of its time from Mondays to Fridays during term time. This is usually the address at which Child Benefit is paid or, where there is no eligibility for Child Benefit, the address with which the child is registered with their GP.

Where an issue arises in relation to the child’s home address, the Governing Body reserves the right to ask for documentary evidence to establish this.

RESTRICTIONS ON INFANT CLASS SIZES
The statutory maximum number of pupils within a class in Reception Year, Year 1 and Year 2 is 30 pupils. There are, however, a number of statutory exceptions to this rule, including children with an Education Health and Care plan which names the school, looked after and previously looked after children admitted outside of the normal admission round, children of UK services personnel admitted outside of the normal admission round (see above), and children from a multiple birth (see below). Children falling into these categories may be admitted over the statutory maximum class size of 30 pupils without breaching the regulations, in which case they will be an “excepted pupil” until the class size falls back to 30 pupils.

LATE APPLICATIONS FOR RECEPTION YEAR
Any application for admission into Reception Year submitted after 15th January 2019 will be processed in accordance with the Co-ordinated Admissions Scheme of the child’s home Local Authority.
Where an application for admission is submitted after the 15th January 2019, a copy of the child’s Baptismal Certificate must accompany the application where a place is sought within an oversubscription category requiring these. Failure to do so will result in the child being placed in the next category which applies, which may result in the child failing to achieve a place he or she may otherwise have achieved.

APPLICATIONS FOR YEARS OTHER THAN RECEPTION YEAR, AND FOR ADMISSION MID ACADEMIC YEAR
Applications or admission to years other than Reception Year, and applications received after the academic year has commenced (known as “In-Year applications”) should be made directly to the school using the ‘In Year Application form available on our website. The same documentation, a copy of the child’s Baptismal Certificate must accompany the application where a place is sought within an oversubscription category requiring these. Failure to do so will result in the child being placed in the next category which applies, which may result in the child failing to achieve a place he or she may otherwise have achieved.

WAITING LIST
A waiting list will be maintained by the Governing Body until 31st December of the year of the admission. After this date, the waiting list will be cleared and parents will need to contact the school if they wish for their child to remain on the list for the remainder of the year.
A waiting list for the remainder of Reception Year, and all other In Year applications will be maintained by the Governing Body for the duration of the academic year to which the application related. If parents wish for their child to continue to be considered for admission in the following academic year, they will need to re-apply for admission.
The names of children on the waiting lists will be ranked strictly in accordance with the oversubscription criteria set out in this policy, and not in relation to the date that the application was received. This means a child’s position on the waiting list may go up or down as further children are added.

INFORMATION ABOUT PREVIOUS YEARS
Information about the number of applications received and the number of places allocated within each category for 2018-19 is available from the school office and/or Bristol City Council.
Appendix 2 – Parental Options for Reception Class Admission

Parents offered a place can opt for their child to start full time attendance from the beginning of Term 1, defer starting school, attend school part-time or a combination of both, depending upon the date on which their child was born during the academic year. A summary of these options is set out in the table below.

<table>
<thead>
<tr>
<th>Child’s Date of Birth</th>
<th>Date Child will Reach Compulsory School Age</th>
<th>Parents’ Options</th>
<th>Place Retained?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September to 31 December</td>
<td>31 December</td>
<td>Defer starting school until up to 31 December</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attend school part-time until up to 31 December</td>
<td>Yes</td>
</tr>
<tr>
<td>1 January to 31 March</td>
<td>31 March</td>
<td>Defer starting school until up to 31 March</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attend school part-time until up to 31 March</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defer starting school for an agreed period and then attend school part-time until up to 31 March</td>
<td>Yes</td>
</tr>
<tr>
<td>1 April to 31 August</td>
<td>31 August</td>
<td>Defer starting school until up to 1 April</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attend school part-time until up to 31 August</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defer starting school for an agreed period up to 31 March and then attend school part-time until up to 31 August</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delay starting school until 1 September and re-apply for admission to Year 1 with normal age group</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delay starting school until 1 September and immediately apply for admission outside normal age group to Reception Year one year late, then re-apply for admission to Reception Year if agreed</td>
<td>No</td>
</tr>
</tbody>
</table>

**DEFERRED ENTRY TO RECEPTION YEAR AND ATTENDING PART-TIME**

Parents who have obtained a place in Reception Year for their child following their fourth birthday are entitled to decide that their child will not start school until they reach compulsory school age.

Parents cannot, however, defer their child taking up their place beyond 1 April even if their child has not reached compulsory school age by that date. Parents of children born after 31 March can, however, decide to refuse their child’s place and delay them starting school for one year (see below).

Parents who have obtained a place, may also decide that their child will attend school part-time until their child reaches compulsory school age. This right can be combined with the
right to defer starting school, which means that a child can attend part-time until they reach compulsory school age, and then full-time after that.

In the case of deferred or part-time entry, the place achieved for the child will be held for them until they start school full-time.

**DELAYED ENTRY FOR A WHOLE YEAR (SUMMER BORN CHILDREN ONLY)**

Parents of children who are born between 1 April and 31 August (known as “summer born children”) may decide that they do not want their child to start school until the academic year after which they would usually start school. This would, however, result in any place that the child achieved in Reception Year with their normal age group being lost.

Parents who decide to apply for this option will need to decide if they want their child to be admitted to Year 1, with their normal age group, or Reception Year in a year below their normal age group, the following year. In both cases, a new application for admission will need to be made for entry the following year, which will be considered with all other applications received that year.

Parents should understand that there is no guarantee that a place will be available in Year 1 the following year – as all of the available places may already be taken. They will also need to take into account that their child will have missed a whole year of school and may therefore be behind other children in their normal age group.

Parents who want their child to be admitted to Reception Year, one year below their normal age group, will need to make an application to the Governing Body for admission outside normal age group in accordance with the procedure below. This application should be submitted as soon as possible (i.e. at the time that an application for admission with normal age group would be submitted) to keep as many options open as possible.

**APPLICATION FOR ADMISSION OUTSIDE NORMAL AGE GROUP**

Parents who want their child to be admitted to a year other than with their child’s normal age group must apply to the Governing Body for their child to be admitted to a year outside of their normal age group, usually one year above or one year below.

Applications may be made for a number of reasons, for example where the child is considered to be gifted or talented and the child’s parents want their child to be admitted to the year above, or where the child has experienced problems such as ill health or family issues and the parents want their child to be admitted to the year below. A request may also be made for a summer born child to be admitted to Reception Year rather than Year 1, following a decision to delay entry to school for a whole year (see above).

Parents must complete an **Application for Admission of Child Outside Normal Age Group Form** (available for download from the school’s website and from the school’s office) and submit it to the school for consideration by the Governing Body, together with supporting evidence, for example from a Doctor, hospital consultant, social worker or other professional, where appropriate.
Applications should be submitted to the Governing Body as early as possible. In the case of summer born children, the application should be submitted at the same time as an application for admission into Reception Year with the child’s normal age group, so that all options remain open in the event that the application is not successful. Determination of applications for admission outside normal age group is at the sole discretion of the Governing Body, and there is no statutory right of appeal against the application being refused, if offered a place at the school on a different year group. Parents may, submit a complaint under the school’s Complaints Policy if they wish. The Governing Body will consider the circumstances of each case and make a decision in the best interests of the child. The Governing Body will take into account:

- The parents’ views;
- The Headteacher’s view;
- Information about the child’s academic, social and emotional development;
- Where relevant, the child’s medical history and the views of the child’s medical professionals;
- Whether the child has previously been educated outside of their normal age group;
- Whether the child would have naturally have fallen into a lower age group were it not for having been born prematurely.

This is a non-exhaustive list, and there may be other factors that the Governing Body will consider. Parents should take these factors into account when completing their application. Where the Governing Body agrees the application, it will write to the parents to confirm their decision. The application for admission into that year group will then be considered alongside all other applications, applying the oversubscription criteria as necessary. There is therefore no guarantee that a place will be achieved in the desired year group.

Where the application was for a summer born child to be admitted to Reception Year one year late, the parents should re-apply for admission at the appropriate time in the usual way, and are requested to make clear on the application that delayed admission has been agreed in principle, by the governing body. The application will then be considered alongside all other applications, applying the oversubscription criteria as necessary. There is therefore no guarantee that a place will be achieved in Reception Year.

Where the Governing Body refuses the application, it will write to the parents confirming the refusal, clearly setting out its reasons.

Children will not receive any higher or lower priority as a result of making an application for admission outside normal age group.

Appendix 3 - Catholic Churches

For the purpose of this policy, a Catholic Church is defined as being a church in communion or union with Rome.