Admission Policy 2019/2020

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
Holy Cross, Bedminster
Sacred Heart, Chew Magna
St Bernadette, Whitchurch
St Gerard Majella, Knowle
St Joseph, Fishponds
St Mary-on-the-Quay, central Bristol
St Nicholas of Tolentino, Lawford’s Gate
St Patrick, Redfield
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.

Together these areas form the geographical area of prime responsibility. A map of the whole geographical area of prime responsibility and individual parish maps are available for inspection at the school’s main office and are also available on the school website 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.

2. Published Admission Number (PAN)
The Published Admission Number for Year 7 in 2019/2020 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. Application procedure
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 2018 in order to be considered in the first round.
Supplementary information
All parents/carers who apply and wish the application to be considered on religious grounds, categories 1, 2, 3, 5, 7 & 8 (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 31st October.

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: The Local Authority will be notified of the governing body’s decision in each case.

1. Baptised Catholic Looked After Children at the time of application and previously Looked After baptised Catholic children.
2. Baptised Catholic children from St Bernadette Catholic Secondary School’s geographical area of prime responsibility, as defined in the introduction of this policy.
3. Other baptised Catholic children.
4. Looked After Children at the time of application and previously Looked After Children.
5. Children of an Eastern Christian Church
6. Children with a brother or sister who will be attending St Bernadette Catholic Secondary School at the time of admission.
9. 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 Tolentine 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, places will then be allocated by random allocation. The order in which places will be allocated will be determined by the drawing of lots carried out by the Admissions Committee and in the presence of a person who is independent of the school. Governors will breach the Published Admission Number in order that children of multiple births are not separated.

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 2019.

Waiting List
A waiting list, of those still seeking a place, will be maintained by St Bernadette’s until 31st December 2019. After this date the waiting list will be cleared and parents should contact the school if they wish for their child to remain on the list. Each child added 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 children.

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 Admission 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.

The names of children on the waiting lists will be ranked strictly in accordance with the oversubscription criteria and not in relation to the date that the application was received. This means that a child’s position on the list may go up or down as further children are added.

8. Previous years’ figures
Information about the number of applications received and the number of places allocated within each category for 2018/2019 is available from the school office.

Policy approved by the Governing Body 30th January 2018
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 Admissions Appeals Code.

**DEFINITIONS:**

For children living in the parishes of Our Lady of Lourdes and St. Augustine, when determining the **nearest Catholic Secondary School to the home address**, the distance between the child’s home address and the School’s address will be measured in a straight line using *Google Maps*.

**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 a baptised child who is a member of any Catholic Church that is in full communion with the See of Rome. Please refer to the list of churches on the school website www.stberns.bristol.sch.uk

Either a copy of the baptism certificate, certificate of reception into the Catholic Church, First Holy Communion certificate or written confirmation of baptism from a parish priest must be sent to the school. The governors may request sight of original certificates.

**Children of an Eastern Christian Church**
In the context of the Admission Policy the Eastern Christian Churches (other than Eastern Catholic Churches) include the Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church. A copy of the baptism certificate or certificate of reception into the Eastern Christian Church must be sent to the school.

Policy approved by the Governing Body 30th January 2018
Children of another Christian denomination - In the context of the Admissions Policy, Children of another Christian denomination means those from a church that is a member of Churches Together in England, who have provided a baptism certificate, dedication certificate or confirmation of being of the said denomination, 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 a non-Christian tradition - In the context of the Admissions Policy, Children of a non-Christian tradition 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 of the Inter Faith Network 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.

Churches in Communion with Rome
Please refer to the school website www.stberns.bristol.sch.uk or contact the school for a list of churches in communion with Rome.
SUPPLEMENTARY INFORMATION FORM
ADMISSION – ACADEMIC YEAR SEPTEMBER 2019 – JULY 2020

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 1, 2, 3, 5, 7 & 8. 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Parent/Carer signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please tick one of the following –</td>
<td></td>
</tr>
<tr>
<td>My child is a baptised Catholic.</td>
<td></td>
</tr>
<tr>
<td>o I attach a copy of my child’s baptism certificate.</td>
<td></td>
</tr>
<tr>
<td>o I attach a copy of my child’s First Holy Communion certificate.</td>
<td></td>
</tr>
<tr>
<td>o I attach a copy of my child’s certificate of reception into the Catholic Church.</td>
<td></td>
</tr>
<tr>
<td>o My parish priest has signed overleaf as confirmation that my child has been baptised.</td>
<td></td>
</tr>
<tr>
<td>My child is a member of an Eastern Christian Church.</td>
<td></td>
</tr>
<tr>
<td>o I attach a copy of my child’s baptism certificate.</td>
<td></td>
</tr>
<tr>
<td>o I attach a copy of my child’s certificate of reception into the Eastern Christian Church.</td>
<td></td>
</tr>
<tr>
<td>My Child is a Christian.</td>
<td></td>
</tr>
<tr>
<td>o I attach a copy of my child’s baptism certificate.</td>
<td></td>
</tr>
<tr>
<td>o I attach a copy of my child’s dedication certificate.</td>
<td></td>
</tr>
<tr>
<td>o My minster or leader in charge has signed overleaf as confirmation that my child is of the religious community stated.</td>
<td></td>
</tr>
<tr>
<td>My child is a member of a non-Christian tradition.</td>
<td></td>
</tr>
<tr>
<td>o My faith leader has signed overleaf as confirmation that my child is of the religious community stated.</td>
<td></td>
</tr>
</tbody>
</table>
Name of Religion/faith community: ________________________________

Signature of Priest, Minister or Faith Leader: __________________________

Print Name: __________________________

Date: __________________________

Church or place of worship official stamp

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