



Admission Policy 2023/2024

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 West	St Joseph, Fishponds
Holy Cross, Bedminster	St Mary-on-the-Quay, central Bristol
The Sacred Heart, Chew Magna	St Nicholas of Tolentino, Easton
St Bernadette, Whitchurch	St Patrick, Redfield
St Gerard Majella, Knowle	St Pius X, Withywood
St Augustine of Canterbury, Downend	Our Lady of Lourdes and St Bernadette, Kingswood

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 2023/2024 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) and by midnight on 31st October 2022 in order to be considered in the first round of offers on 1st March 2023.



Supplementary information

All parents/carers who apply and wish the application to be considered on religious grounds, categories 1, 2, 3, 5, 6, 8 & 9 (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 should submit it to the school by midnight on 31st October 2022.

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. Catholic Looked After Children at the time of application and previously Looked After Catholic children.
2. Catholic children from St Bernadette Catholic Secondary School's geographical area of prime responsibility, as defined in the introduction of this policy.
3. Other Catholic children.
4. Looked After Children at the time of application and previously Looked After Children.
5. Children who are a Catechumen.
6. Children of an Eastern Christian Church.
7. Children with a brother or sister who is attending St Bernadette Catholic Secondary School at the time of application.
8. Children of another Christian denomination.
9. Children of a non-Christian tradition.
10. 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 will be given priority.

- Holy Cross Catholic Primary School, Bedminster
- School of Christ the King Catholic Primary, Knowle West
- St Bernadette Catholic Primary School, Whitchurch
- St Joseph Catholic Primary School, Fishponds
- St Nicholas of Tolentine Catholic Primary School, Easton
- St Patrick Catholic Primary School, Redfield
- Our Lady of Lourdes, Catholic Primary School, Kingswood
- St Augustine of Canterbury Catholic Primary School, Downend



6.2 Once the tiebreaker has been applied, places will then be allocated by random allocation. The order in which places will be allocated will be determined by lottery using a random sequence generator www.random.org. This will be carried out by governors 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 2023.

Waiting List

A waiting list of those still seeking a place will be maintained by St Bernadette's for 18 calendar weeks from the start of the academic year i.e 1st September 2023. At this time 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 strictly in accordance with the oversubscription criteria outlined in this policy and not in relation to the date the application was received.

Children with an Education, Health and Care Plan (EHCP)

There is a separate procedure for the admission to school for children with an Education, Health and Care Plan. 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 the 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. In-year applications

Once the academic year has started, enquires regarding applications for all year groups (known as in-year applications) should 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 18 calendar weeks from the date of the refusal letter. When the 18 weeks have expired, requests by the parent/carer to remain on the waiting list for a further period of 18 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 children are removed or added.

8. Previous years' figures

Information about the number of applications received and the number of places allocated within each category for 2022/2023 is available from the school office.



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: In the context of this policy -

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 e.g. children with foster parents. (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 appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted, 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 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

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church will be required. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Whilst a copy of the certificate may be accepted, the governors may request sight of the original. The governing body may request additional supporting evidence if the written documents that are provided do not confirm the fact that the person was baptised/received into a Catholic Church.

There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with a Parish Priest for advice on how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.

Children who are a Catechumen

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.



Children of an Eastern Christian Church

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 must be sent to the school.

Children of another Christian denomination

Children of another Christian denomination means those from -

- a church that is a member of Churches Together in England (or its partner bodies in Scotland, Wales & Ireland) 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 www.cte.org.uk or from the school.
- a church or congregation who have provided either evidence of membership of the Evangelical Alliance, or a statement of belief that it is Trinitarian, from their minister or leader in charge. Details of members of the Evangelical Alliance are available on their website www.eauk.org or from the School.

Children of a non-Christian tradition

Children of a non-Christian tradition means those of traditions that are part of the Inter Faith Network for the UK who have provided independent confirmation of membership from their minister or leader in charge. Details of member faiths of the Inter Faith Network are available on their website www.interfaith.org.uk or from the school.

A brother or a sister

A brother or 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 the School at the time of application.

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 full communion with the See of Rome.



SUPPLEMENTARY INFORMATION ADMISSION – ACADEMIC YEAR SEPTEMBER 2023 – JULY 2024

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, 6, 8 & 9. 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

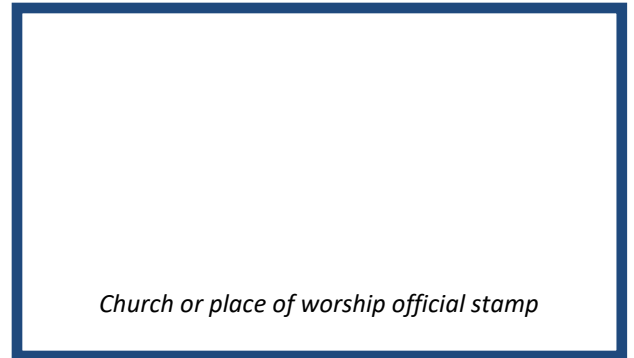
Category
Please tick one of the following –
My child is a Catholic. <ul style="list-style-type: none"><input type="radio"/> I attach a copy of my child's baptism certificate.<input type="radio"/> I attach a copy of my child's certificate of reception into the Catholic Church.
My child is a Catechumen. <ul style="list-style-type: none"><input type="radio"/> I attach a copy of my child's certificate of reception into the order of catechumens.
My child is a member of an Eastern Christian Church. <ul style="list-style-type: none"><input type="radio"/> I attach a copy of my child's baptism certificate.
My Child is a Christian. <ul style="list-style-type: none"><input type="radio"/> I attach a copy of my child's baptism certificate.<input type="radio"/> I attach a copy of my child's dedication certificate.<input type="radio"/> My minister or leader in charge has signed overleaf as confirmation that my child is of the religious community stated.
My child is a member of a non-Christian tradition. <ul style="list-style-type: none"><input type="radio"/> My faith leader has signed overleaf as confirmation that my child is of the religious community stated.

Name of Religion/faith community: _____

Signature of
Minister or Faith Leader: _____

Print Name: _____

Date: _____



GDPR Statement in Relation to the Supplementary Information Form

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on the supplementary information form.

1. We are St Bernadette Catholic Secondary School, Fossedale Avenue, Whitchurch, Bristol BS14 9LS.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Mrs Nicky Fear. You can contact her either in writing or by emailing the School on info@stberns.bristol.sch.uk with any questions relating to our handling of the data.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1) (e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1) (e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2) (g) of the GDPR).
8. If your application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, your application and any documents submitted in support of the application will be destroyed after a period of 12 months. The School may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about your individual rights you can refer to the School's fair processing notice and data protection policies. You can view these on our school website www.stberns.bristol.sch.uk or you can request paper copies from the School.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to the School. You can view our Complaints Policy & Procedure on the School website or you can request a paper copy from the School.

If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk