

# **St Bede's Catholic Voluntary Academy**

## **2016/17 Admissions Policy**

St Bede's Catholic Voluntary Academy is under the trusteeship of the Diocese of Nottingham and is a member of the Northern Lincolnshire Academy Trust. The school was built by the Catholic community and paid for by the voluntary contributions of past generations. We provide a Christ centred education based on the teachings of the Catholic Church. We welcome applications from baptised Catholic children. We especially welcome children with special needs, disabilities, children of families in social need and children of families from other countries who have made their home here.

Under the trusteeship of the Diocese of Nottingham, St Bede's belongs to the Nottingham Diocesan family of schools. It is founded by and is part of the Catholic Church and seeks at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of this school to apply for and be considered for a place here. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The Northern Lincolnshire Catholic Academy Trust is the admission authority for the school. All admissions are made by a committee of the Governing Body. The admission process is co-ordinated by the Local Authority on behalf of the Governing Body. The admission number for the school is 140.

Parents are advised to consult the information on the North Lincolnshire Council website [www.northlincs.gov.uk](http://www.northlincs.gov.uk) which gives full details of the admission process including information on the admission timetable.

Parents must complete the Common application form available from the Local Authority, to be considered for a place at Saint Bede's for entry into Year 7. The forms should be returned to the Local Authority in line with the timetable set out in the information on the North Lincolnshire Council website [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

### **The Common Application Form**

Applications must be made on the Common Application Form. The form must be completed by all applicants and returned by the closing date set by the Local Authority. Applications can also be made online.

### **Late Applications**

Applications received after the closing date will be considered after those received by the closing date. You are therefore encouraged to ensure that your application is received on time

### **The Supplementary Form and Supporting Evidence**

In addition applicants who wish to apply under faith criteria should complete the Supplementary Form. The form can be downloaded from the Local Authority website and is also available from the Academy. The completed form, together with any required evidence, (see below), should be returned to the Local Authority with the Common Application Form.

Parents / carers of Catholic children should also supply one of the following documents:

- A copy of the child's baptism certificate AdmissionsPolicy2016-17

- If the child has been received into the Catholic Church, written verification, signed by a Catholic priest and stamped with the parish stamp.
- If the child is enrolled on a course of preparation leading to baptism, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

**If the Supplementary Form or any of the required documents are not provided, the child might be ranked in a lower admissions category.**

### **Your application – how places are allocated**

Once applications are received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on the Common Application Form including the Supplementary information, the Governing Body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the Governing Body up to the admissions number.

## **Oversubscription criteria**

Where applications for places exceed the published admission number set for the academy the following factors will be taken into account in priority order when deciding which pupils will be allocated places in accordance with receipt of their online submission or a common application form. First priority in categories 1 to 4 will be given to those children who will have a brother or sister at the school at the time of admission.

Children who have an Educational Health Care Plan (EHCP) or a Statement of Special Educational Needs which names the academy as the most appropriate educational setting for the child will be admitted. This will reduce the number of places available.

- 1) Catholic looked after or previously looked after children (see note 1).
- 2) Catholic children (see note 2) (baptism certificates must be attached with application/supplementary forms).
- 3) Other looked after or previously looked after children (see note 1).
- 4) Children who attend an associated Catholic primary school: St Augustine Webster (Scunthorpe), St Bernadette's (Ashby), St Norbert's (Crowle) and St Mary's (Brigg).
- 5) Children with a brother or sister at the school at the time of proposed admission (see note 4).
- 6) Baptised (or dedicated) children who are baptised or dedicated members of other churches which belong to 'Churches Together in England' – (see note 3). (Baptism certificates / Dedication certificates must be attached to the application / supplementary forms).
- 7) Other children.

### **Tie Breakers**

If any category is oversubscribed priority, after sibling for categories 1 - 4, will be given to pupils whose home address is nearest to the school. This will be determined by measuring the distance using a geographical information system (GIS) from the pupil's home (see note 5) to the main school gate. The distance will be measured by the Local Authority and the data will be supplied to the Governors.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child/children above the published admissions number.

## **Appeals**

If a child is not allocated a place, parents/carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors care of the school no later than twenty school days after the offer letter has been received from the Local Authority. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

## **Applications during the school year**

Details of the application process are available from the school and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within four weeks (twenty school days) after the date of your refusal letter.

## **Waiting Lists**

1. If the academy is over-subscribed a waiting list will be established.
2. Pupils will automatically be put on the waiting list where they have not been made an offer of a place and where the academy is a higher preference than the school or academy at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list if the academy is ranked lower than the school or academy where they have been offered a place.
4. Places will be allocated in accordance with the published criteria.
5. The council will coordinate waiting lists for all schools and academies.
6. As soon as places become available they will be filled from the waiting list.
7. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
8. Children who are the subject of a directed place under the in year fair access protocol will take precedence over those on the waiting list.
9. Your child's position on the waiting list may change. This means that a child's waiting list position during the year could go up or down.
10. Any late applications will be added to the list in accordance with the order of priority for allocating places.
11. Inclusion on a school's waiting list does not mean that a place will eventually become available.

## Withdrawing Offers of Places

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place. AdmissionsPolicy2016-17

### Definitions

#### **Note 1 – Definition of looked after children and previously looked after children**

A “looked after child” is a child who is:

- (a) in the care of a 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 of making an application to a school.

A “previously looked after child” is a child who:

- (a) ceased to be looked after because they were adopted
- (b) became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian (or special guardians)).

#### **Note 2 – Definition of Catholic**

- A child baptised in the Catholic Church (Roman or Eastern rites) whose members are in full ecclesial and canonical communion with the Bishop of Rome, (Pope Francis). (see footnote\* below). Further advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church.
- A child who, with his or her family, is participating in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

\*Full ecclesial and canonical communion with the Catholic Church requires the recognition that the Bishop of Rome has full, supreme and universal power over the whole Church, a power which he can always exercise unhindered (Catechism of the Catholic Church, 882). For Christians baptised outside the Catholic Church, the restoration of full ecclesial and canonical communion requires reconciliation and a formal act of reception into full communion. Full communion with the Catholic Church is not established by the reception of Holy Communion alone.

#### **Note 3 – Churches Together in England**

See [www.cte.org.uk](http://www.cte.org.uk) for details of ‘member churches of Churches Together in England’

#### **Note 4 – Definition of ‘brothers or sisters’ (siblings)**

The Governors will use the same definition as used by the Local Authority. See North Lincolnshire website: [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

#### **Note 5 – Place of residence**

The Governors will use the same definition as used by the Local Authority. See North Lincolnshire website: [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

#### **Note 6 – Parents/Carers**

The governors use the same definition as used by the Local Authority. See North Lincolnshire website: [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

Parents and any other interested party have the opportunity until 30<sup>th</sup> June 2015 to object to the determined admission arrangements if they contain practices or criteria that they consider do not comply with the law or the mandatory provisions of the schools admissions code.

Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator.

<http://www.northlincs.gov.uk/schools-libraries-learning/schools-colleges-education/school-admissions-transport/apply-for-a-school-place/admission-arrangements-2016-17/>