

St Bede's Catholic Voluntary Academy

2017/18 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.

Applying for a place

Details of how and when to apply, and how places will be offered, are in the "Determined Co-ordinated Admissions Scheme for Secondary Schools in the area of North Lincolnshire Council for the academic year 2017/18". When they are published they will be available on the North Lincolnshire Council website www.northlincs.gov.uk

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The council will consider their request on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school concerned. After consideration, the council will make a recommendation to the school on the request but it will be for the school to make the final decision on whether the request will be agreed. Details of how to make such a request are in the admissions schemes (as mentioned above).

Parents are advised to consult the information on the North Lincolnshire Council website 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, including a supplementary form, 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.

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.

The Supplementary Form and Supporting Evidence

In addition all applicants should complete the Supplementary Form which should be returned to the local authority with the application form.

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

- A copy of the child's baptism certificate
- 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 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 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 a statement of special educational needs or education health and care plan where the school is named as the most appropriate educational setting for the child will be admitted. This will reduce the number of places available.

- 1) Baptised Catholic looked after children and Baptised Catholic previously looked after children (see note 1).
- 2) Baptised Catholic children (see note 2) (baptism certificates must be attached with application/supplementary forms).
- 3) Other looked after children and other 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 worshipping members of other Christian denominations belonging 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 planned 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 four weeks (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 admission number has been reached, the child will be only offered a place if the 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.

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.

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, or
- (b) became subject to a child arrangements order, or
- (c) became subject to a special guardianship order.

Note 2 – Definition of Catholic

- A child baptised in the Catholic Church (Roman or Eastern rites) whose members are in full communion with the Bishop of Rome, (Pope Francis). Advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full 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).

Note 3 – Churches Together in England

See 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.

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.