



**ST. BEDE'S CATHOLIC PRIMARY SCHOOL,  
BASINGSTOKE.  
ADMISSIONS ARRANGEMENTS  
FOR 2019-2020.**



**“Love One Another As I Have Loved You”  
(John 15, Verse 12).**

**Introduction.**

The School exists to assist in the education of the whole child and in the active faith development of children in the Catholic Parishes of Holy Ghost, Basingstoke, St. Michael's, Tadley and The Sacred Heart, Hook. This does not affect the right of parents who are not of the faith of the school to apply for and be considered for a place here.

The Governors are responsible for upholding the Catholic ethos of the School and the provision of excellent education and efficient use of resources and are responsible for determining the admissions arrangements for the School.

Admissions to the School are considered in accordance with all relevant legislation including the School Admissions Code and the Portsmouth Diocesan Guidance on Admission Arrangements, upholding the principles set out in our Vision and Mission statements.

This policy will apply to all admissions from 1<sup>st</sup> September 2019, including in-year admissions. It will be used during 2018-2019 for allocating places for September 2019 as part of the main admissions round for Year R.

Our School has a Published Admission Number (P.A.N.). This is set at 60. This means we will admit up to this number of children to the Reception year group for the academic year 2019-2020.

The Governors encourage all parents to make a commitment to participate fully in the life and activities of the school.

Applications will be considered by the Governing Body in the following order of priority:

- 1) Catholic looked after children and Catholic previously looked after children.
- 2) Catholic children with a sibling in the school at the time of admission.
- 3) Catholic children living in the parishes of the Basingstoke Holy Ghost, Tadley (St Michael Bishopwood Road and St Oswald Abbey Park) and Hook.
- 4) Catholic children living in other Catholic parishes.
- 5) Other looked after children and other previously looked after children.
- 6) Children of a Catholic parent.
- 7) Other siblings of children who will be on the School roll at the time of admission.
- 8) Children of families who are members of other Christian Churches.
- 9) Children from other faiths.
- 10) Children not included in any of the above categories.

N.B. Children who have a statement of Special Educational Need or Education, Health And Care Plan (EHCP) which, following due consultation with the Local Authority regarding suitability, names St. Bede's Catholic Primary School, Basingstoke will be awarded a place.

They will count towards the Published Admission Number.

A map of the parish boundaries is available on the school website. A booklet is available at <http://www.portsmouthdiocese.org.uk/schools/admissions.php>

### **Tie-Breakers.**

If the school does not have sufficient places for all the children in any of the categories, priority will be given to the children in the following order:

- a) (i) Children worshipping regularly in any parish (Categories 1, 2, 3, 4, 6)  
**Defined as** attendance at Sunday (or Saturday evening) Mass on a weekly basis. You will be required to complete a Mass attendance card, which will confirm your attendance at Mass.
- a) (ii) Children worshipping occasionally in any parish  
**Defined as** attendance at Sunday (or Saturday evening) Mass at least monthly
- a) (iii) Children worshipping irregularly in any parish

(Categories 1, 2, 3, 4, 6)

**Defined as** attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

- b) Any remaining places in a category will be allocated by the drawing of lots, which will be supervised by an observer independent of the school.

If the last pupil to be offered a place within the school's Published Admission Number (P.A.N.) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's P.A.N. The P.A.N. will remain unchanged so that no other pupil will be admitted until a place becomes available within the P.A.N.

### **Explanatory Notes And Definitions.**

- a) For the purposes of these admissions arrangements, a Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.

- b) Worshipping.

Parents will be issued with a Supplementary Information Form (S.I.F.) which asks about their involvement in worship in the Parish. The form needs to be signed by the Parish Priest.

**Worshipping regularly:** attendance at Sunday (or Saturday evening) Mass weekly.

**Worshipping occasionally:** attendance at Sunday (or Saturday evening) Mass at least monthly.

**Worshipping irregularly:** attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

You will be required to complete a Mass attendance card which should be stamped by the priest after each attendance at Mass. This will be used to determine your attendance at church.

c) Baptised

Children or adults who have been baptised into a specific Christian tradition or denomination and can produce evidence of baptism.

d) Looked After Children And Previously Looked After Children.

A “looked after child” has the same meaning as in Section 22(1) of the Children Act 1989 and means any 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 function (e.g. child with foster parents) at the time of making an application to a school. A “previously looked after child” is a child who was looked after, but immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.

e) Other Christian Churches.

Members of churches which are part of “Churches Together In England.”

Churches within the group are listed at [www.cte.org.uk](http://www.cte.org.uk).

f) Siblings.

Brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Application Procedures.**

The Local Authority (Hampshire County Council) operates a timetabled, co-ordinated procedure for all Schools within the county in line with Government legislation. However, as a Voluntary Aided school, it is still the Governing Body, as the admissions authority, which will allocate the available places in line with the School’s Admissions Arrangements.

Parents applying for a place at St. Bede’s Catholic Primary School, Basingstoke should ensure they complete the Hampshire County Council Common Application Form (CR2). This form can be completed on line or in paper format.

In addition it is highly recommended that, in support of an application for a

place, the Supplementary Information Form (S.I.F.) is completed. The S.I.F. seeks additional information required by the Governing Body so that places may be allocated in accordance with the published criteria. Governors will use the information contained within the S.I.F. to help determine admissions.

The Supplementary Information Form (S.I.F.) is available from St. Bede's Catholic Primary School. It forms part of these admission arrangements and is also available at the end of this document. It will be available with the prospectus, on the school website and from the Parishes. The Local Authority will also be provided with copies.

If a Supplementary Information Form is not submitted, the Governors can only rank the application on the basis of information provided on the Common Application Form. Further, it is the parents' responsibility to ensure that all supporting documentation required is submitted, prior to the closing date and time, to St. Bede's Catholic Primary School, Basingstoke. Failure to do so may result in categorisation that could affect the potential offer of a place. Should any of the documentation details be found subsequently to be incorrect, the Governors reserve the right to withdraw the offer of a place.

### **Documentation Required In Support Of Application.**

All categories - Local Authority CR2 form. This can be completed online at [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions).

Please note that an application without the CR2 being completed will not be considered.

Categories 1, 2, 3, and 4 - Child's Baptismal Certificate or confirmation by a priest of reception into the Catholic Church on the supplementary form.

Category 6- Parent's Baptismal Certificate.

Category 8- Baptismal Certificate or confirmation of membership from a Christian Minister.

Category 9- Confirmation of membership of faith tradition from faith leader.

## **Waiting List.**

A waiting list will be maintained for unsuccessful applicants.

Children's names will be included on the Waiting List if requested in writing by the parent. Waiting lists will expire at the end of each academic year and parents will need to renew their request, in writing, should they wish their child's name to be kept on the Waiting List. The Waiting List will be maintained in accordance with the Admissions Arrangements. If further applications are received these will be incorporated into the Waiting List in accordance with the published oversubscription criteria. This means that the position on the Waiting List may vary.

Looked after children, previously looked after children, and those allocated a place at the school through the Fair Access Protocol take precedence over those on the waiting list.

## **Late Applications.**

The governors will consider first all those applications received by the published deadline. Late applications (i.e. those received after the deadline) will be considered only after all other applications have been processed fully.

## **Timetable.**

The governors will consider first all those applications received by the published deadline of **midnight on Tuesday 15<sup>th</sup> January 2019.**

**Notification to parents offering a primary or infant school place will be sent by the County Council on 16<sup>th</sup> April 2019.**

Applications made after midnight on Tuesday 15<sup>th</sup> January 2019 will be considered after all on-time applications have been processed fully.

School Governors and staff are unable to discuss the success or failure of any application with parents before the notification date.

If parents wish to accept a place offered at St. Bede's Catholic Primary School, Basingstoke, they should confirm this with the school, in writing, by Friday 26<sup>th</sup> April 2019 at the latest.

If places remain, applications received after the due date will be considered after the acceptance date of Friday 26<sup>th</sup> April 2019.

Places for late applications will be allocated using the same criteria as for applications received by the due date.

### **Applications Outside The Normal Admission Cycle.**

Applications for places received outside the normal admission cycle will be considered by the Admissions Committee of the Governing Body as soon as possible, using the same criteria as for the main round, with parents notified accordingly.

### **Starting School.**

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Where the parents of a summer born child choose not to send that child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to Reception rather than Year 1. It is recommended that before deciding to decelerate a child's admission, parents first contact the school. School staff will be able to explain the provision on offer to children in Year R, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move through the school. If parents still wish to decelerate their child's admission to school, they must seek approval from the school governors. Parents would be expected to state clearly in writing why they felt deferred admission to Year R was in their child's best interests. Parents are also advised to make an application as part of the main admission round for the year group into which their child would normally be admitted, until a decision on the request for deceleration has been reached. Other parents seeking an out of age group place should follow the same process as that set out for summer born children.

The following advice from the Local Authority may prove helpful.

<http://www3.hants.gov.uk/ad-summerborn>.

### **Right To Appeal.**

Parents /carers who are informed of a decision to refuse a child a place at a school, have the right to appeal to an independent appeals panel.

Classes in Reception Year and Year 1 and Year 2 cannot contain more than 30 pupils by law. An appeal against refusal to admit to an infant class can only be allowed if the appeals panel finds that:

- a) The admission arrangements do not comply with the law and the child would have been admitted if they had complied.
- b) The admission arrangements had not been correctly and impartially applied and the child would have been admitted if they had been correctly and impartially applied.
- c) The admission of additional children would not breach the infant class size limit.
- d) The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

If you have any queries or questions regarding the admissions process, please contact either the School or the Local Authority.





**ST. BEDE'S CATHOLIC PRIMARY SCHOOL, BASINGSTOKE.  
SUPPLEMENTARY INFORMATION FORM.  
ADMISSION YEAR 2019-2020.**



If you are expressing a preference for a place for your child at a Catholic school and wish to apply under a faith criterion, you should complete this Supplementary Information Form (S.I.F.)

The completed S.I.F., together with all supporting documentation **should be returned to the school** by the closing date set by the Local Authority for the return of the Common application Form.

- If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for each school.
- **If you do not complete this form and return it to the school, with all supporting documentation, by the closing date, your child will not be categorised according to the appropriate faith criteria and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

**NOTE: when completing the Common Application Form it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school may not be able to place the application within the appropriate category.**

**Notes.**

### **1. Evidence of Catholic Baptism/Reception**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Catholic Church is required. A copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

### **2. Other Denominations or Faiths**

If application is being made for a place at the school as a member of another Christian denomination or another faith the Supplementary Information Form should be signed by the appropriate minister of religion or faith leader.

#### **Checklist.**

Please ensure you have enclosed

- A Copy of Baptism certificate or certificate of reception into the Catholic Church (where applicable)
- A letter confirming membership of a Christian denomination or other faith (where applicable)
- Parent's baptismal certificate /letter of Reception if applicable
- The Supplementary Information Form (S.I.F.).

**Please ensure you complete and return your local authority's Common Application Form.**

The data on this form will only be used within the school admissions system and will not be divulged to any third party outside the current Data Protection legislation.



**ST. BEDE'S CATHOLIC PRIMARY SCHOOL, BASINGSTOKE,  
SUPPLEMENTARY INFORMATION FORM - ADMISSION YEAR 2019-2020**



To ensure the records already held in school are correct, applicants are requested to supply the following information to support their application for a place for their child at the School, academic year commencing September 2019.

**Part 1**

Name of child: \_\_\_\_\_ Male/Female (please delete)

Date of Birth: \_\_\_\_\_

Child's Religion: \_\_\_\_\_

Baptised/Received into the Catholic Church: YES/NO (please delete)

*If the child is not a Catholic, is either parent a baptised Catholic? YES/NO.*

Child in the care of the Local Authority or previously in the care of the Local Authority: YES/NO (please delete)

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name(s) of any sibling(s) at the School who will still be registered pupils at the time of proposed admission:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**SUPPORTING DOCUMENTATION**

The following documents must be supplied to the school office before the closing date depending on the category in which you wish your child's application to be considered. Failure to provide this information will cause the application to be placed in a lower criteria group. Please tick the relevant boxes.

<b>Documentation</b>	<b>Enclosed</b>	<b>Previously Supplied</b>
Baptismal Certificate		

**Declaration of Parent (please delete as appropriate)**

I declare the information given above is accurate and I understand that any false information may lead to the offer of a place being withdrawn

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

**The school will issue a receipt as acknowledgement of completed documentation received.**

**Part 2 Religion**

**Catholic Applicants:** My child is a Catholic YES/NO

If your child is a member of a parish you should ask the Parish Priest to complete the following:

To be completed by the Catholic Parish Priest of the church attended:

Parish of residence: \_\_\_\_\_

Parish attended, if different from above \_\_\_\_\_

I am aware that the parents of \_\_\_\_\_ are seeking a place at St. Bede's Catholic Primary School.

I can confirm that they attend Sunday (or Saturday evening) Mass on the following basis:

**Regular:** attendance at Sunday (or Saturday evening) Mass weekly

**Occasional:** attendance at Sunday (or Saturday evening) Mass at least monthly

**Irregular:** attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

*Please circle as appropriate.*

Name of Parish Priest: \_\_\_\_\_

Signature of Parish Priest: \_\_\_\_\_ Date: \_\_\_\_\_

Please affix Parish Stamp or seal.

All parents must sign below.

Any offer of a place will be on the basis that the information supplied is accurate and up-to-date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Arrangements of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.**

**Signature of parent/carer:**

**Print name:**

**Date:**

**Applicants From Other Christian Denominations And Faith Traditions.**

Christian Denomination/Faith Tradition \_\_\_\_\_

Place of worship: \_\_\_\_\_

If your child is a member of the above Christian denomination or Faith Tradition you should ask your vicar, minister, pastor or faith leader to complete the following:

To be completed by the vicar, minister, pastor or faith leader of the place of worship, Christian denomination or Faith tradition.

I confirm that the applicant is a member of \_\_\_\_\_ (Place of worship/Christian denomination/Faith tradition).

Name of vicar, minister, pastor or faith leader \_\_\_\_\_

Signature of vicar, minister, pastor or faith leader: \_\_\_\_\_ Date: \_\_\_\_\_

Please affix stamp or seal.

All parents must sign below.

Any offer of a place will be on the basis that the information supplied is accurate and up-to-date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Arrangements of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.**

**Signature of parent/carer:**

**Print name:**

**Date:**