



St. Bernadette Catholic Primary School Admissions Policy 2018-19

Mission Statement

*St Bernadette School takes us on a journey where we learn to value ourselves and each other with Christ as our guide: **Caring, Honest, Respectful, Inspiring, Spiritual, Tolerant***

St Bernadette Catholic School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the Reception classes is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy, *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority:-

1. Catholic 'looked after' children and previously 'looked after' Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders
2. Baptised Catholic children, with a Certificate of Catholic Practice, resident within the agreed boundary of the Parish of St Bernadette, Hillingdon
3. Baptised Catholic children, with a Certificate of Catholic Practice, resident in any other parish.
4. Other baptised Catholic children.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders
6. Children of catechumens and members of an Eastern Christian Church.
7. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership
8. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership of the faith community.
9. Any other children.

Within each category, applicants will be ranked as follows:

- A. The Governing Body will give top priority to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

B. Applicants who have siblings attending the school on the date of admission of the child.

Multiple applications

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Applications in previous years

In the past 5 years, the Governing Body was only able to offer a total of eight places to children beyond oversubscription criterion 4. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Tie-break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living closest to the school as measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to the security controlled inner gate, using the Local Authority's computerised measuring system.

FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

APPLICATION PROCEDURE FOR 2018-19

- In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority either online or on paper and return it to them.
- You **should** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription.
- Please return the SIF in person or by post to the school together with all the other relevant paperwork required for your application.
- If you do not complete both of the forms described above and return them by 15th January 2018, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.
- Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the parish in which the family normally worships or from the diocesan website. It is the parents' duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.
- The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Tuesday 18th April 2018. This information will also be available online. Parents/carers should accept the place as soon as possible.
- Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

NURSERY CHILDREN

Attendance at the Nursery **does not** guarantee a place in reception. Parents of children attending St Bernadette Nursery **must** make a fresh application for reception.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal, please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 25th May 2018.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in this policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2018, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of children with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN Officer. Children with this school named in their EHC Plan will be admitted.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

IN YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory school age i.e. the first day of the term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2019.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP

If a parents wishes his/her child to be educated outside his/her normal age group i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

'Adopted'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. 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.

'Practising Catholic' means a Catholic child with a 'Certificate of Catholic Practice'.

'Certificate of Catholic Practice' means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishop's Conference of England and Wales.

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

'Christian' for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on the attached map.

'Distance from school' means distance as measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to the security controlled inner gate, using the Local Authority's computerised measuring system. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

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