

# ST BERNARD'S CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY

2009 - 2010

St Bernard's Catholic School exists primarily to enable Catholic Parents who live in St Bernard's Parish to educate their children according to the beliefs of the Catholic Church and within a Christian Atmosphere.

A map of the area is available for inspection at the school office.

Admission to the School is in accordance with the policy agreed by the Governing body, acting in accordance with the Code of Practice and Clifton Diocesan Policy Statement and in consultation with the local education authority. The Planned Admission Number for September 2009, is 20.

Applications for a place at the school should be made on Bristol Local Authority common admissions form and sent to Schools Admissions Department by the date to be agreed with the LA. You must also complete an additional St Bernard's Information Sheet and return this to St Bernard's School by the same closing date. The Admissions Committee will consider all applications against the policy criteria. Bristol LA will then send details of those children whose parents have expressed a preference for St Bernard's to the Clerk to Governors at the school.

In the event of over subscription, the Governing Body will apply its criteria to the applicants and notify the LEA of its decisions. Bristol LEA will then notify parents on behalf of the governors of St Bernard's by the end of the Spring Term 2009 (or locally agreed date).

## **Admission Criteria**

Governors will admit up to the admission number having considered the following criteria:

- 1 Baptised Catholic looked after children for whom a place is sought by the relevant authority. (See definition notes A and B)
- 1a Baptised Catholic children who reside within the boundary of St. Bernard's Parish. (See definition note A)
- 2 Baptised Catholic children who reside in other parishes. (See definition note A)
- 3 Looked after children for whom a place is requested by the relevant person/authority. (See definition note B)
- 4 Children with siblings already at the school who will be on register at the start of the academic year in question. (See definition note C)
- 5 Children of committed Christians whose parents wish them to receive their education at a Catholic School. Parents should be practising members of their church and have the written support of their minister. (See definition note D)
- 6 Children of other faiths whose parents wish them to receive their education at a Catholic School. Parents should be practising members of their place of worship and have the written support of their minister or faith leader. (See definition note D)

- 7 Children who have yet to be baptised or who are members of another faith but who have Catholic parent/s.
- 8 Other applicants not in the above categories.

**Definitions**

- A In the context of the Admissions Policy ‘Catholic children’ means those baptised as Roman Catholics or those received into full communion with the Church who can produce a certificate to confirm their membership.
- B ‘Looked after Children’ are children who are in the care or interim care of a local authority pursuant to S31 and 38 of the Children Act 1989 or children who are accommodated by the local authority, pursuant to S20 of the Children Act of 1989.
- C A sibling is defined as a brother or sister, with at least one shared parent, living in the same household where that brother or sister will be on register at the start of the academic year for which admission is requested.
- D Parents of committed Christian or other faiths will be required to supply a reference acknowledging regular attendance at their church and the support of a Minister of Religion of their faith.

**Tie breaks**

If there are more applicants than available places in any category:

Admission will be by random selection of applicants within that category.  
 In the event of applications from parents with children of multiple births where accepting them the PAN would be exceeded, the Governing Body will consider this as an exceptional circumstance.

For September 2008 the Governors received 48 applications which fell into the following categories:

Category	Applications	Admissions
1a	8	8
2	1	1
3	0	0
4	7	7
5	0	0
6	0	0
7	2	2
8	9	2

Pupils are normally admitted to the school at the beginning of the school year in which they reach their fifth birthday.

Parents considering making an application to the school are welcome to make a personal or telephone appointment to visit the school and talk to the Headteacher.

### **Late Applications**

Applications received for Reception after the advertised closing date, provided there is a place available, will be considered using the admission criteria. Children in other year groups seeking admission to St Bernard's outside the normal admission round, provided there is a place available, will be considered using the admission criteria relevant to that year group.

### **Appeals Procedure**

In the event of a parent wishing to appeal against a refusal to admit, an Appeals Committee will be set up by the Clifton Diocesan Schools Commission according to the regulations and code of practice recommended by the National Council of Tribunals. Appeals should be made in writing c/o the Clerk to Governors at the school within 14 days of receiving the letter of refusal.

### **Children with Statements of Special Educational Needs**

There is a different procedure for the admission to school for children with Statements of Special Educational Needs and this is administered by the Local Education Authority (LEA) in whose area the family lives. The LEA is responsible for issuing the Statement and consulting parents and the Governing Body if a preference has been made for St Bernard's, before the school is named in the Statement. If the school is named in the Statement the child will be admitted, provided the School can meet that child's needs, and there is a place available.

This Admissions Policy is subject to annual review.