

ST. BEDE'S CATHOLIC JUNIOR SCHOOL

celebrates life and learning



ADMISSIONS POLICY AND ARRANGEMENTS FOR 2018-2019

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APPROVED BY:	GOVERNING BODY
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MISSION STATEMENT

St. Bede, patron of our school, wrote:

"It was always my delight to learn and to teach".

We are a celebrating community, living the Gospel Values, committed to educating children in the light of the Catholic Faith.

We journey together so that we

"Might have life - life in all its fullness".

John 10:10

ETHOS STATEMENT

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the curriculum. The Governing Body requests that all parents/carers applying for a place in our school respect this ethos and its importance to the school community. This does not affect the rights of parents/carers who are not of the Faith of this school to apply for and be considered for a place.

St. Bede's is a Roman Catholic Junior School under the trusteeship of the Archdiocese of Liverpool. It is maintained by Halton Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The Local Authority undertakes the co-ordination of admissions arrangements. For the school's year commencing September 2018, the Governing Body has set its admissions number at seventy-five pupils.

ADMISSIONS CRITERIA

The Governing Body makes admissions to the school. All preferences listed on the Local Authority Preference Form are considered on an equal basis with the following set of admissions criteria, forming a priority order where there are more applications for admissions than the school has places available.

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in St Bede's Catholic Infant or St Bede's Catholic Junior School at the time of admission.
3. Baptised Catholic children resident in the parish of St Wilfrid, the parts of the parish formerly referred to as St Bede and St Raphael.
4. Other baptised Catholic children.
5. Other children who have a sibling in St Bede's Catholic Infant or St Bede's Catholic Junior School at the time of admission.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered place without using the admission criteria and will count as part of the school's published admission number.

ADMISSIONS ARRANGEMENTS

- a. All applicants will be considered at the same time and after the **closing date for admissions which is Monday 15th January, 2018.**
- b. 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. Baptised Catholic means within the policies and practices relating to school admissions; any child who, before the date of application is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received in to the Catholic Church;

For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (Cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.
- e. Sibling is defined in these arrangements as pupils with elder brothers or sisters, including half brothers and sisters, adopted brothers or sisters and unrelated children living together as part of the same household, already attending the school and expected to continue at the school in the following year.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until at least the end of December of the relevant year of the admissions process.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

- h. If the Governing Body has refused an application for admission, parents/carers can appeal to an Independent Appeals Panel. Parents/carers must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents/carers must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

The offer or refusal of a place in Year 3 for September, 2018 will be made on or about 18th April, 2018. The notification letter will include details of the appeal process, if applicable.

PARENTS/CARERS/CARERS MUST COMPLETE THE LOCAL AUTHORITY PRIMARY PREFERENCE FORM WHICH SHOULD BE RETURNED NO LATER THAN 15TH JANUARY, 2018 TO THE CHILD PLACE PLANNING TEAM, CHILDREN AND ENTERPRISE DIRECTORATE, RUTLAND HOUSE, RUNCORN, WA7 2GW.