

## ST. BERNADETTE'S CATHOLIC PRIMARY SCHOOL & NURSERY ADMISSION POLICY 2022/2023

St. Bernadette's Catholic Primary School & Nursery 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.

Practising Catholic Applicants for places should be supported by a Certificate of Catholic Practice from their Parish Priest or from a Priest known to them. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is 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. Applications are invited for September 2021 from families whose children were born between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018. THE GOVERNORS received 183 applications for the Published Admission number (PAN) sixty places last year and intend to admit up to sixty children to the Reception Year in each school year.

### **Oversubscription Criteria:**

Where there are more applications for places than the 60 available, applicants will be placed in the following categories, listed in order of priority:

1. Catholic 'looked-after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders immediately after having been looked after.
2. Baptised Catholic children of staff who can provide a Certificate of Catholic Practice where the member of staff has been a permanent employee of the school for at least two years at the time of application.
3. Baptised Catholic children from Catholic families with a Certificate of Catholic Practice living in All Saints' Parish, Kenton. For a map of the parish please visit <https://parish.rcdow.org.uk/kenton/wp-content/uploads/sites/51/2013/09/Kentonboundary.jpg>
4. Other baptised Catholic children from Catholic families with a Certificate of Catholic Practice living in neighbouring parishes without a Catholic School attached:- St William of York, St Erconwald's and St Anthony's.  
St William of York  
<https://parish.rcdow.org.uk/stanmore/wp-content/uploads/sites/99/2013/10/StanmorePB.jpg>  
St Erconwald's  
<https://parish.rcdow.org.uk/wembleyprestonroad/wp-content/uploads/sites/139/2013/10/WembleyPB.jpg>  
St Anthony's  
<https://parish.rcdow.org.uk/edgware/wp-content/uploads/sites/230/2013/11/EdgwarePB.jpg>
5. Baptised Catholic children with a Certificate of Catholic Practice
6. Other baptised Catholic children.
7. Other Local Authority 'looked-after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
8. Children of Catechumens and Christians of other denominations whose application is supported by their Minister/faith leader confirming membership of the faith community.
9. Any other applicants who can provide written evidence from a religious leader of the regular practise of their faith.
10. Any other applicants

Where offering places to all applicants in any category would lead to oversubscription priority will be given as follows:

1. Exceptional Circumstances: Governors will give top priority within each criterion to applications where professional evidence, supplied at the time of application, indicates that the applicant has a compelling need to attend St Bernadette's Catholic Primary School. Such evidence must be supplied by a professional person such as a doctor, social worker or priest.
2. Siblings of pupils who will be in attendance at the school at the start date of the new entrant. Siblings are defined as a brother or sister, adopted and half brothers/sisters living at the same address, not including cousins or other extended family members who reside in the household, but will include step brothers and foster children who are part of the Catholic family.
3. The proximity of the address point for the home address to the centre point of the school measured by a straight line on the Ordnance Survey map, using Harrow Admissions computerised mapping system ([www.harrow.gov.uk/distancetool](http://www.harrow.gov.uk/distancetool)), in cases where applicants' live equal distance from the school and places cannot be offered to both children,

a random allocation i.e. lottery, will take place in the presence of an independent witness.

4. Multiple births: Governors will take the opportunity to admit twins/triplets siblings applying for the same academic year, where one child has been offered a place and the other(s) have not. This will most commonly be by admitting a second twin and going over the infant class size limit.

Applications must be submitted by January 15<sup>th</sup> 2021 the date specified for the return of the LA's CAF and letters to Parents offering a place will be sent on behalf of the Governors on the 16<sup>th</sup> April 2021.

### **Making an Application**

1. In accordance with the Local Authority (LA), applicants must complete the LA 'e-admissions form' from their own LA. The Paper copy is also obtainable from Harrow LA Admissions Service on request. The e-admission service allows you to nominate up to six schools in order of preference. You should submit only one e-admission by the specified date of return. If you submit more than one the last e-admission received will withdraw an earlier submitted one.
2. Applicants should complete and return the School's own Supplementary (SIF) form. The SIF is obtainable from the School Office/or website: [www.st-bernadettes.co.uk](http://www.st-bernadettes.co.uk), also the Certificate of Catholic Practice is available from the priest at the parish where the family normally worships. These should be handed into the School when completed. The Diocesan Certificate of Catholic Practice form is also available on the Diocesan website at: <https://education.rcdow.org.uk/wp.content/uploads/2018/08/Primary-SIF-2022-23.doc> Parents/carers should provide the stipulated documentation including the child's proof of baptism certificate. The Supplementary Information Form (SIF) should be returned directly to the school office by the specified closing date. If any of the evidence in the SIF is found to be fraudulent or wrong in any way then the place may be withdrawn. Catholic families must supply a valid baptismal certificate and those wishing to be considered under oversubscription criteria 2, 3, 4 and 5 must also supply a Certificate of Catholic Practice.
3. Certificate of Catholic Practice: Applicants applying under criteria 2,3,4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's 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 and agrees that you are a practising Catholic family.
4. If you are applying to another Catholic school you will be required to complete a set of supplementary papers for each Catholic school.
5. Education, Health and Care Plans (EHC) The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate 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 to the school.
6. If your application for a place at St Bernadette's Catholic Primary School is refused you will have the right of appeal to the Independent Appeal Panel.
7. Unsuccessful applicants will be invited to be placed on a Waiting List maintained for each year group. If a place becomes available this will be allocated in accordance with the School's Admissions Policy and Oversubscription Criteria. Places on our waiting list will be held open for a period until the end of Year 6 when the child would have left our school.
8. In-Year Admissions: applications for in-year admissions are made directly to the school using a Common Application Form. 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. When a place becomes available the Governing Body will re-rank the list so that an offer can be made.
9. Fair Access Protocols: 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 admissions round 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 Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

10. Admission of Children outside their chronological age group (except Reception applications for summer born children: Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. If governors give permission for the child to be educated out of his/her normal age group, parents must 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.

**Summer Born Children :** If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> 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.

11. Applicants may defer entry to school up until statutory school age i.e. the first day of 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 1<sup>st</sup> April.

### **Interpretation of Terms used in the Admissions Policy and Over Subscription Criteria**

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Looked after:	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).
Catholic families:	Means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church.
Certificate of Catholic Practice:	a certificate given by the family's parish priest (or the priest in charge of the Church where the family practices) in the form laid down by the Bishops' Conference of England and Wales
Family:	Those individuals who live at the residential address of the parents and/or legal guardians who are submitting an application for a place on behalf of a child.
Parent	the adult or adults with legal responsibility for the child.
Adopted:	An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders)
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 which defines it as an order appointing one or more individuals to be a child's special guardian(s)
Siblings:	A brother or sister living at the same address not including cousins or other extended family members who reside at the household, but will include step brothers/sisters and foster children who belong to the Catholic family
Home Address:	A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.
Regular Practice:	Families who attend Sunday Mass more often than not as can be determined by the Certificate of Catholic Practice.
Catechumens:	Children of Catechumens for whom there is a certificate of reception into the order of catechumens.
Christian:	A member of one of the Churches as defined by "Churches Together" (the organisation formerly known as the British Council of Churches).
CAF:	Common Application Form used by all schools in Harrow. <b>Only one CAF to be completed.</b>