

**ST BEDE'S CATHOLIC PRIMARY SCHOOL AND NURSERY**  
**ADMISSION ARRANGEMENTS AND CRITERIA 2017 – 2018**

**Introduction**

St. Bede's Catholic Primary School and Nursery was founded by the Catholic Church to provide education for children of Catholic families. St Bede's is a Catholic Voluntary Aided School, in the Trusteeship of the Diocese of Brentwood and is maintained by the London Borough of Redbridge Local Education Authority.

As a Catholic school, we aim to provide a Catholic education for all our pupils. The Catholic doctrine and practice permeate every aspect of the school's life and activity.

The Governing Body of the school is responsible for determining and administering the policy for the admission of pupils to the school. It is guided in that responsibility by the requirement of the law, by the advice of the Diocesan Trustees, and by its duty to the school and the Catholic community.

The school primarily serves the parish of St Bede's. Details of Parish Boundaries can be obtained from the Parish Priest, the Diocesan Offices or from the school.

Having consulted the London Borough of Redbridge and others in accordance with the requirements of the law, the Governing Body has set 60 pupils as its planned admission number for Reception year commencing September 2017 and, unless they are permitted exceptions by law, will not admit more than 30 pupils to any Reception or Infant class.

**Application Process**

The application process for parents/carers seeking a place for their child in our school for the academic year 2017/18 requires the following:

1. Apply through E-Admissions via your Home Borough. Information regarding application to St Bede's is available on the London Borough of Redbridge website [www.redbridge.gov.uk/PrimarySchools](http://www.redbridge.gov.uk/PrimarySchools). Reception 2017/18 applications: if you do not live in Redbridge then you MUST apply via your Home Borough's website where you live by their closing date. In-year applications: please contact Redbridge Admissions team directly.
2. A Supplementary Information Form (SIF) which is available from the London Borough of Redbridge website or St Bede's School. A SIF for Reception admission MUST be returned to the school by 15 January each year (which is determined by the Government's school admissions legislation).

**Admissions Criteria 2017/18**

The School's admissions policy reflects its purpose of serving its Catholic community. The following criteria are designed to acknowledge that responsibility of the Governing Body. Therefore, when considering applications, the Governing Body's Admissions Committee will apply the following criteria in order of priority -

1. Looked after and legally adopted children, including previously looked after children (Schools Admissions Code para 1.7). \*\*\*\*\*
2. Baptised Catholic children living in the parish of St Bede's who are from a practising Catholic family\*\*\* & \*\*\*\*
3. Baptised Catholic children living in a neighbouring parish other than St Bede's at the time the application is made who are from a practising Catholic family.\*\*\* & \*\*\*\*
4. Baptised Catholic children who have a Catholic parent/carer who does not attend Mass regularly but desires a Catholic education for their child\*\*\*.
5. Children of other Christian denominations at least one of whose parents practice in their faith and whose application is supported by the appropriate Minister of Religion.\*\*\*\*\*
6. Children of non-Christian faiths at least one of whose parents practice in their faith and whose application is supported by the appropriate Faith Leader of Religion. \*\*\*\*\*
7. Any other applicant who does not fulfil any of the above criteria.

In the event of over-subscription in the number of applications, then the Admissions Committee will offer places in the following order of priority within each of the criteria listed at 1 to 7 above:

Children who -

1. have a sibling\* at the school (Reception to year 6) at the time of likely admission.
2. live nearest to the school, measured\*\* by the shortest walking distance from the child's home to the main entrance of the school; this information is provided by the local authority.
3. In the event of there being a tie in the admissions criteria, there will be a lottery tie break undertaken by the local authority using the random allocation facility within its Admissions system.

### **Children with a Statement of Special Educational Needs or Education, Health and Care Plan**

The admission of a child with a statement of Special Educational Needs or an Education, Health and Care (EHC) Plan is dealt with by a separate procedure provided by law; families of children with a statement or EHC plan should contact their home borough's Special Educational Needs Team regarding admissions. St Bede's will work in full co-operation with the appropriate agencies in relation to children with a statement of Special Educational Needs or EHC plan.

### **Definitions:**

\* Siblings of (a) pupil(s) who would still be attending the school (Reception to year 6) at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or 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.

\*\* Distance will be provided by the local authority as measured by a Geographic Information System from the front door of the child's home, including flats, to the main entrance of the school using public roads and recognized footpaths ie. a safe walking route.

\*\*\* A baptised Catholic is one who has been baptised into the Catholic church [in accordance with Canon 849] and whose parent(s)/carer(s) can produce a valid certificate to confirm this.

\*\*\*\* Mass attendance by at least one Catholic parent (as determined by the Code of Canon Law primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247)) will be a determining factor in the prioritisation of applications. This will be confirmed by a Certificate of Catholic Practice only available from your Parish Priest.

\*\*\*\*\* Practising applicants of other Christian or other faiths should request their Religious or Faith Leader to complete the Other Christian Traditions and Other Faith Applicants Reference Form.

\*\*\*\*\* "Looked after child" refers to children in "public care" as determined by the Children and Families Act 2014 including children who have been adopted i.e. previously looked after but immediately after being looked after became subject to an adoption, residence order, child arrangement order or special guardianship order.

### **Additional Information**

1. The parents/carers of those children whom the Admissions Committee have agreed to admit as pupils at the school will be informed by the local authority in accordance with the Government's school admissions legislation – the national offer date is 16 April or next working day .
2. The parents/carers of those children whose application for a place in the school is unsuccessful will be informed by the local authority in accordance with the Government's school admissions legislation with reasons for the Admissions Committee not offering a place and a description of the rights of the parents to lodge an appeal against the decision. This will include details of how and to whom such an appeal should be lodged.
3. A waiting list for admission to Reception Class of those children who have not been offered a place in the school will be maintained by the local authority; the School Admissions Code 2014 (Paragraph 2.14) requires that a waiting list be kept until at least 31<sup>st</sup> December of the admission year. Thereafter, parents have to request for their child to remain on the list. Such a list will rank children in strict order of priority, in accordance with the criteria indicated previously. This ranking is however dependent on further applications being received and can therefore change. The local authority also clears the list at the end of July each year and parents

have to reapply for the following school year or request that their application remains on the list.

4. All applications received after the deadline (15<sup>th</sup> January each year) will be considered in accordance with the admissions criteria, but after those submitted on time.
5. The School will accommodate all multiple births if we admit one; if applicable this will be as a permitted exception to the infant class size legislation.

### **Summer Born Children**

Parents/Carers may request that their child be educated out of their normal age group. Such requests must be made to the Chair of Governors at the School during the Autumn Term in the year of application between 1<sup>st</sup> September and 31<sup>st</sup> December 2016 for children born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013. Governors will consider each request based on the circumstances of the case and in the best interests of the child; agreement may be given but only after consultation and agreement with the local education authority. When the application is made, it will be ranked with all other applications and no further exceptions will be given. A statutory right of appeal will be given on refusal if no place has been offered in any school year.

Requests for admission out of the normal age group can also be made for children who are gifted and talented or have experienced problems such as ill health, as specified in paragraph 2.17 of the School Admissions Code 2014.

### **Reception Deferred Entry**

Parents/Carers offered a place before the child is of compulsory school age may defer their child's entry until later in the school year. You would not however be able to defer your child's entry beyond the beginning of the term after the child's fifth birthday or, beyond the academic year for which the original application was accepted. Where entry is deferred the place must be held for that child, and cannot be offered to another child.

### **Nursery Applications**

1. The Governing Body has determined that the same Admissions Policy, arrangements and criteria shall apply to all applications for Nursery places in St Bede's Catholic Primary School Nursery.
2. The Governing Body has set its planned admission number to the Nursery as 26 pupils per session. Applicants must note that gaining a place in the Nursery **does not** constitute the subsequent guarantee of a place in Reception class or give any priority for entry to Reception the following September. A separate application **MUST** be made to the local authority in which you live for admission to Reception.
3. A separate application for the Nursery is required.

### **In-year admissions**

Applications for in-year admissions are made in the same way as those made during the co-ordinated admissions round for Reception places. If a place is available and there is no waiting list, then the Governing Body will admit the child. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the criteria indicated previously. This ranking is however dependent on further applications being received and can therefore change. 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 local authority in accordance with the criteria indicated previously and not in the order in which the applications are received. When a place becomes available, the Governing Body will determine who is at the top of the list so that the local authority can inform the parent that the school is making an offer.

The Governing Body reserves the right to withdraw the accepted offer of a place at the school where incorrect and/or misleading information has been given at the time of applying for a school place – particularly, if this denies a place at the school to a child with a legitimate claim. Although parishioners of St. Bede's are given priority for entrance to the school, residence within the Parish boundaries does not guarantee a place at the school.

This policy, reviewed annually, replaces all previously published criteria of admission.