



***“Striving to be the best we can,
guided by the light of Christ”***

**St Bonaventure's Catholic Primary School
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Bristol, BS7 8HP**

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Admissions Policy 2016-17

Policy Owner	Headteacher
Governing Body Committee	Management, Equality & CP
Issue Date	18/03/2015
Last Review Date	18/03/2015
Next Review Date	Term 1 2015/16

This policy is available at
<http://www.st-bonaventures.bristol.sch.uk/>



1. ADMISSIONS AUTHORITY

St Bonaventure's is a Catholic Voluntary Aided Primary School, established to serve the parishes of St Bonaventure's and the Sacred Heart. The Governing Body, acting in accordance with the School Admissions Code and the Clifton Diocesan Policy and in consultation with Bristol Local Authority and in compliance with the Bristol Local Authority's Fair Access Protocol, is responsible for the admission of pupils.

2. ETHOS

St Bonaventure's is an inclusive school following the teachings of the Catholic Church. We ask all applying for a place here to respect the ethos of the School and its importance to the School community. This does not affect the right of those who are not of the faith of this School to apply to be considered for a place here.

3. PUBLISHED ADMISSIONS NUMBER (PAN)

A maximum of **60 children** will be admitted to the Reception Year for St Bonaventure's for the 2016/2017 academic year. Children for the Reception Year are normally admitted in the September of the school year after they are 4 but they have the right to defer entry until the term after their 5th birthday. A parent/carer may not defer admission beyond the academic year for which the original application was accepted. Therefore, any reception places applied for within this academic year must be taken up by the child by the beginning of Term 5 (**April 2017 - date to be published**).

Summer born children whose parent/carer does not wish them to start school until the term after their 5th birthday will have to make a separate in-year application for Year 1 for the following academic year unless there is a professional agreement that joining a lower year group is in the best interests of the child in which case a common application form will have to be completed for admission to reception in the academic year 2017/2018.

Where a parent/carer wishes, children may attend part-time until later in the school year but not beyond the point at which they reach **compulsory school age**.

4. APPLICATION PROCEDURE

Applications for a reception place at St Bonaventure's should be made on **Bristol Local Authority's Common Application Form** and sent to:

Schools Admissions Department
PO Box 57
Council House
College Green
Bristol
BS99 7EB

Applications may also be made online at:

www.bristol-cyps.org.uk/schools/admissions/primary.html



Bristol Local Authority will send details of those children whose parent/carer have expressed a preference for St Bonaventure's to the School's Governing Body.

All applicants wishing to apply on faith or sibling grounds are requested to also complete a St Bonaventure's Supplementary Information Form and return it to the School at the time of their application to the Local Authority with a copy of the baptismal certificate or equivalent validation as appropriate (originals should be made available on request - please do not send original documentation). Proof of the child's birth date may be requested after a place has been offered. The Supplementary Information Form is available from the School Office or can be downloaded from the School's website at www.st-bonaventures.bristol.sch.uk/. The form is used by the Governors to apply the oversubscription criteria listed in Section 7 below in the event of oversubscription. It is not compulsory to complete the Supplementary Information Form.

Bristol Local Authority will notify parents/carers of the outcome of the application on behalf of St Bonaventure's on **16 April 2016** or the next working day.

The application and the Supplementary Information Form for Reception must be received by 15 January 2016.

5. CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION, HEALTH & CARE PLANS (EHCP)

There is a different admissions procedure for children with Statements of Special Educational Needs or an EHCP. This is administered by the Local Authority in whose area the family lives. The Local Authority is responsible for issuing the Statement/EHCP and consulting parents/carers and the Governing Body of the School – if a preference has been made for the School – before the School is named in the Statement/EHCP. The School will respond to such requests between 5 and 10 working days. Once the School is named then children with a Statement or EHCP are given first priority.

6. WAITING LIST

A waiting list for Reception will be held by the Local Authority until 31 December 2016 and then discarded. If places become available they will be offered in accordance with the order of priority set out in Section 7 below. Applicants are re-ranked when a place becomes available and their position on the list may change up or down. Late applications will only be considered in the second round (i.e. after on time places have been allocated in accordance with the criteria) unless there is a compelling reason for being late (e.g. a family bereavement).

7. OVERSUBSCRIPTION CRITERIA

In the event of oversubscription (i.e. more applications than available places) places will be offered strictly in accordance with the following order of priority:

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names St Bonaventure's Catholic Primary School, Bristol.
- b) **Looked after and previously looked after children baptised in the Catholic faith** residing in the parishes of St Bonaventure's and the Sacred Heart for whom



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a place is requested by the relevant person or authority. A map of each parish is attached as Appendix 1 of this Policy.

- c) **Children baptised in the Catholic faith** residing in the parishes of St Bonaventure's and the Sacred Heart. A map of each parish is attached as Appendix 1 of this Policy.
- d) **Looked after and previously looked after children** for whom a place is requested by the relevant person or authority.
- e) **Siblings** of children currently attending St Bonaventure's School at the date of the applicant's admission.
- f) Other **children baptised in the Catholic faith** who do not have a Catholic primary school serving their parish.
- g) Children of a **Christian** faith residing in the parishes of the Sacred Heart and St Bonaventure's.
- h) Other **children baptised in the Catholic faith** who are not in categories (b) (c) or (f) above.
- i) Other children not in the above categories who reside in the parishes of St Bonaventure's and the Sacred Heart.
- j) All other applicants.

In categories (b), (c), (f) and (h) above, a copy of a valid baptismal certificate or evidence of baptism from the parish in which the child was baptised should be sent to the School (using the Supplementary Information Form if possible but not compulsory). The School may request sight of the original.

In category (g) above, validation signed by the priest, minister or leader of their place of **Christian** worship acknowledging that the child is a member of the said church or faith and is known to him/her should be sent to the School (using the Supplementary Information Form if possible but not compulsory).

8. TIE-BREAKER

Where decisions between children within one of the above categories have to be made, preference will be given to those living nearest the School, where distance is measured in a straight line from the front door of the child's **home address** (including flats) to the main entrance of the School using the Local Authority's computerised mapping system. In the unlikely event of the distance between two children's homes and the School being the same, random allocation will be used, which will be supervised by the Diocese.

9. PRECEDING ACADEMIC YEAR

The following table shows the categories in which children have been admitted to the School for the preceding academic year. There were [**to be confirmed**] appeals for places for the academic year 2015/16. **This is provided for information purposes only as trends may vary from year to year.**



Category	No of applications received in each category	No in each category offered in 2015/16
A*	0	0
B	0	0
C	29	29
D	0	0
E	14	14
F	0	0
G	7	7
H	12	10
I	8	0
J**	0	0
"K" (now J – all other applicants)	43	0

* This category was not specified as a specific category in 2015/16, although these applicants would still have had first priority.

** This former category J is no longer used but in 2015/16 related to applicants not in any of the above categories attending St Bonaventure's Pre-School at the time of the application.

10. APPEALS PROCEDURE

A parent/carers has the right of appeal where they have been unsuccessful in securing a place at the School. **All appeals must be made in writing to the Clerk to the Governors of St Bonaventure's School within 20 working days of the letter of refusal.** Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the School Admission Appeals Code (2012 edition).

11. MULTIPLE BIRTHS

The Governing Body is mindful of its responsibility not to breach the School's admission number. However, where multiple birth **siblings** would be split as a result of one being the 31st, the School will breach its admissions numbers as permitted by the Admissions Code for excepted pupils.

12. IN YEAR APPLICATIONS

The process for entry into Years 1 to 6, or for families moving into the St Bonaventure's and Sacred Heart parishes during the academic year must be made directly to the School using the School's own application form together with necessary documentation. These applications will be considered as they are received. The



appeals procedure is as in Section 10 above. Forms are available from the School website or the School Office.

DEFINITIONS

In the context of this **Admissions Policy**, a child baptised in the Catholic faith means a child baptised as Roman Catholic whose parent/carer can produce their baptismal certificate or evidence of baptism from the parish in which the child was baptised.

In the context of this **Admissions Policy**, **Christian** includes Orthodox Christian and those Christians of the Inter Faith Network for the UK.

A child reaches **compulsory school age** on the prescribed day following his or her 5th birthday (or on his or her 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Home address means the address where the child lives for the majority of the time during school term time.

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) at the time of making an application to a school and includes those who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the children of the parent's/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**.

The term **summer born children** relates to all children born from 1 April to 31 August. These children reach **compulsory school age** on 31 August following their 5th birthday (or on their 5th birthday if it falls on 31 August).



APPENDIX 1

PARISH MAPS