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


**St Bonaventure's Catholic Primary School**
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# Admissions Policy 2018-19

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| **Policy Owner** | Headteacher |
| **Governing Body Committee** | Management, Equality & CP |
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| **Last Review Date** | 7.12.16 |
| **Next Review Date** | Term 1 2018/19 |

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 (Bishopston) and the Sacred Heart (Westbury-on-Trym). The Governing Body, acting in accordance with the School Admissions Code and in consultation with the Clifton Diocese and with Bristol Local Authority 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 ADMISSION NUMBER (PAN)

The Admission Number for the Reception Year is 60 and this is also the number of places available in other year groups. Children offered a place 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 offer of a place was made.

**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. However, they may apply for delayed admission to join the Reception Year group in the academic year 2019/20. Such request should be put in writing to the School along with any supporting evidence. If delayed admission is agreed in principle, a common application form will have to be completed for admission to reception in the academic year 2019/2020.

Where a parent/carer wishes, children offered a place 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 must be made to the Local Authority (LA) serving the child's home address, their home LA. For children whose home address is located within the City of Bristol, the application for a reception place must be made on **Bristol Local Authority's Common Application Form** online at

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

or sent by post to:

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

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 grounds are requested to submit a copy of the child's baptismal certificate or equivalent validation to the School at the time of their application to the home Local Authority (please provide a copy of a certificate - do not send original documentation unless requested).** Proof of the child's birth date may be requested after a place has been offered. This information 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 provide it but a child could not be considered as a Catholic in any of the faith grounds categories of the oversubscription criteria.

The Local Authority serving the child's home address will notify parents/carers of the outcome of the application on behalf of St Bonaventure's governors on **16 April 2018**.

**For the first round of allocations, the application must be submitted to the Local Authority serving the applicant's home address by 15 January 2018 and for those applying under the faith based categories of the oversubscription criteria, a baptism certificate or equivalent validation must also be submitted to the School by 15 January 2018.**

## 5. CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH & CARE PLAN (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. Once the School is named then children with a Statement or EHCP are allocated a place before the oversubscription criteria below is applied to all other applicants.

## 6. WAITING LIST AND LATE APPLICATIONS

A waiting list for Reception will be maintained by the School's Governing Body and held by the Bristol Local Authority until 31 December 2018 and then discarded. If places become available they will be offered in accordance with the oversubscription criteria set out in Section 7 below. Each added child will require the list to be ranked again in line with the over-subscription criteria in Section 7 below so an applicant's position on the list may change up or down.

Late applications will be considered in accordance with the Coordinated Admission Scheme of the child's home Local Authority.

## 7. OVERSUBSCRIPTION CRITERIA

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

a) **Looked After Children baptised in the Catholic faith and Previously Looked After Children baptised in the Catholic faith**

b) **Children baptised in the Catholic faith** who reside in the parish of St Bonaventure's or the parish of the Sacred Heart, who will have a brother or sister attending St Bonaventure School at the date of their admission. A map of each parish is attached as Appendix 1 of this Policy.

c) **Children baptised in the Catholic faith** who reside in the parish of St Bonaventure's or the parish of the Sacred Heart. A map of each parish is attached as Appendix 1 of this Policy.

d) **Children baptised in the Catholic faith** who will have **a brother or sister** attending St Bonaventure's School at the date of their admission

e) **Other children baptised in the Catholic faith**.

f) **Looked After Children and Previously Looked After Children**.

g) **Children who will have a brother or sister** attending St Bonaventure's School at the date of their admission.

h) **Other children** who reside in the parish of St Bonaventure's or the parish of the Sacred Heart. A map of each parish is attached as Appendix 1 of this Policy.

i) **All other children**.

In categories (a), (b), (c), (d) and (e) above, a copy of a valid baptismal certificate or equivalent validation should be submitted to the School. To be considered in the first round of allocations, it must be submitted **by 15 January 2018**. Where a certificate is not available, a statement from a member of the clergy, confirming that the child has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The School may request sight of the original.

## 8. TIE-BREAKER

Where two or more applications cannot be separated by applying the oversubscription criteria, the drawing of lots will be used to determine the order of the ranking of applications. This will be supervised by someone independent of the School.

## 9. PRECEDING ACADEMIC YEAR

Information about the number of applications received and the number of places allocated within each category for academic year 2017/18 is available from the School Office and/or Bristol City Council.

## 10. APPEALS PROCEDURE

A parent/carer has the right of appeal where they have been unsuccessful in securing a place at the School. **All appeals should be made in writing to the Clerk to the Governors of St Bonaventure's School within 20 working days of the letter of**

**refusal (or by the date specified in the letter).** Appeals will be arranged and conducted in accordance with the School Admission Appeals Code.

## 11. MULTIPLE BIRTHS

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. This would be a permitted exception to Infant Class Limits.

## 12. IN YEAR APPLICATIONS

Applications for entry into Years 1 to 6, including for families moving into the St Bonaventure's and the Sacred Heart parishes during the academic year, must be made directly to the School using the School's own application form together with any necessary documentation. These applications will be considered as they are received. The appeals procedure, if required, is as in Section 10 above. Forms are available from the School website or the School Office.

## 13. ADMISSIONS OUTSIDE OF THE NORMAL AGE GROUP

Parents/carers who wish for their child to be admitted to any year group outside of their chronological age group, should put their request (along with any supporting evidence) in writing to the School for consideration of the governing body.

## DEFINITIONS

**Admission Number** (or **Published Admission Number (PAN))** means the number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

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. Where a certificate is not available, a statement from a member of the clergy, confirming that the child has (or in their opinion has) been baptised or received into the Catholic Church must be provided.

To be considered as **a brother or sister** a child must be living at the same address for the majority of the time as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time at the address considered to be the address of the child for whom the application is made. A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time. A brother or sister must be attending (or is expected by the school and/or the Bristol Local Authority to be attending) the school at the time of admission.

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.

**Coordinated Admission Scheme** means the process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

**Home address** means the address where the child lives for the majority of the time during school term time. A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

**Infant Class Limits** as defined by Section 1 of the School Standards and Framework Act 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

**Looked After Children are** children who are (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.

**Previously Looked After Children** are children who were previously Looked After Children but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order) immediately following having been Looked After defined and this includes:

(i) children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders);

(ii) child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order;

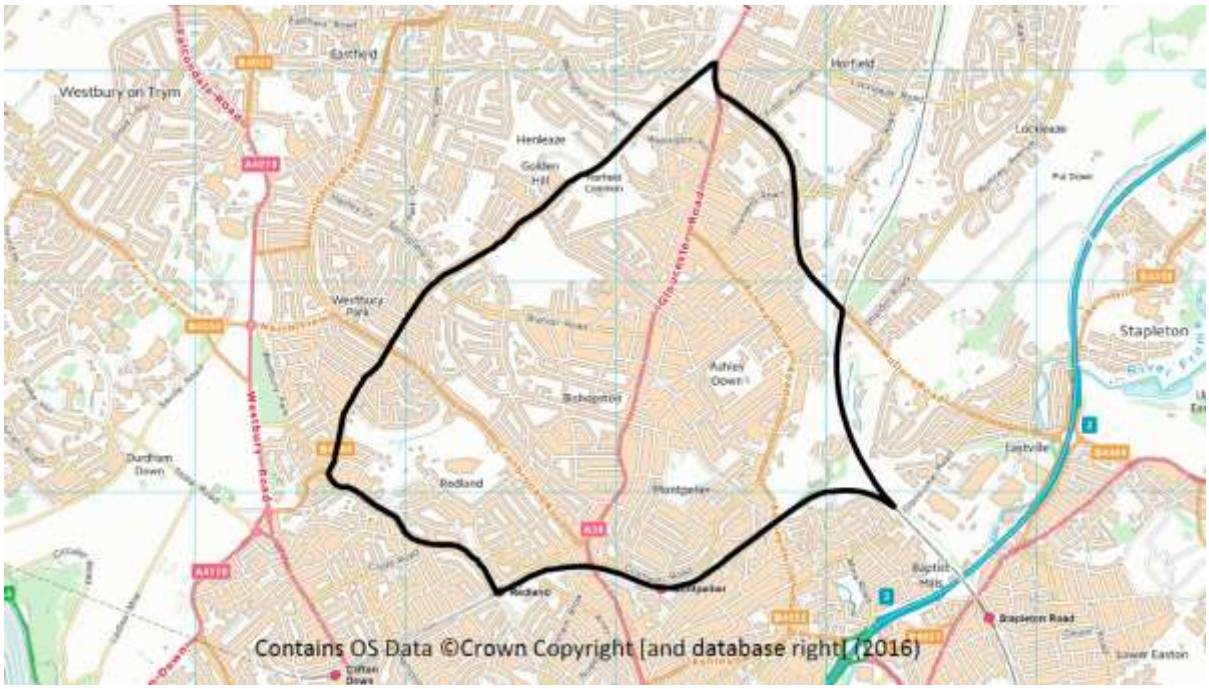
(iii) in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

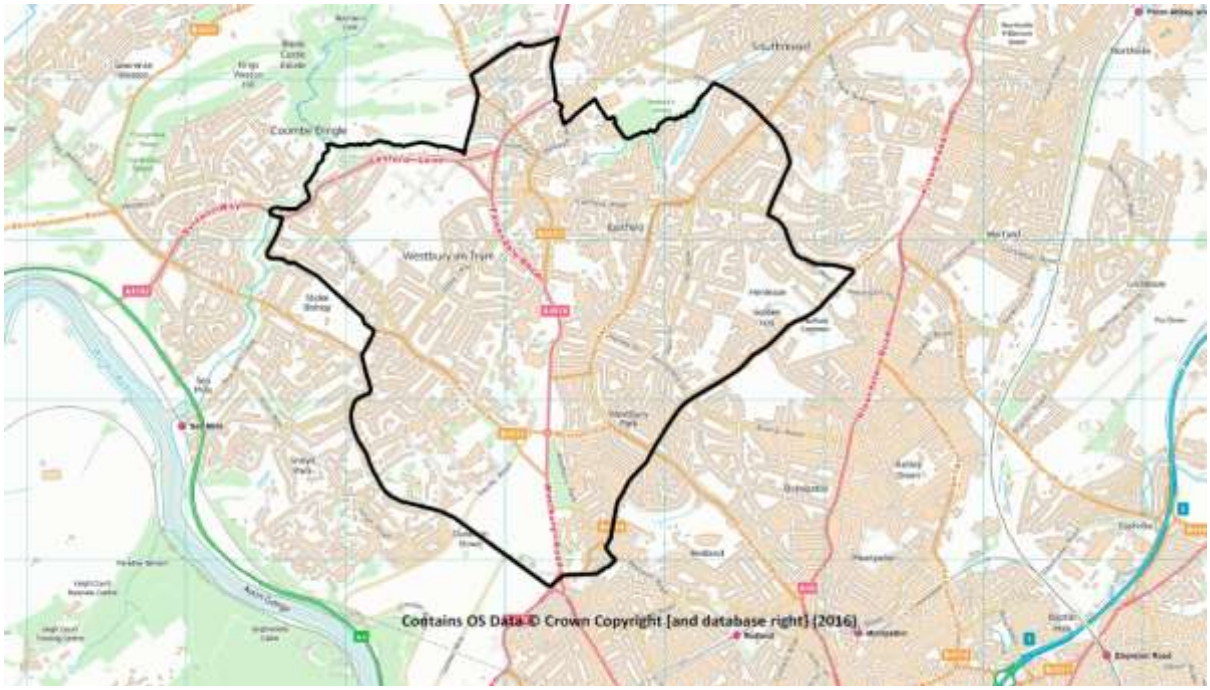
The term **summer born children** relates to all children born from 1 April to 31 August.

# APPENDIX 1

## PARISH MAPS (Parish Maps are also available from the School Office and on the School's website)

### ST BONAVENTURE'S (BISHOPSTON) PARISH MAP




### SACRED HEART (WESTBURY-ON-TRYM) PARISH MAP