

## **St. Bede's Catholic High School, Ormskirk**

### **A Specialist Arts College**

#### **Determined Admission Policy and Arrangements for 2014-2015**

1. St. Bede's is a Catholic Secondary School situated in the Archdiocese of Liverpool and is maintained by the Lancashire Local Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
  - the requirements of the law
  - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
  - its duty towards the school and the Catholic community it serves
  - the Catholic character of the school and its Mission Statement
  - recognition of the Parish boundary
3. The school serves in the first instance baptised Catholic children living in the Parishes of St. Anne's, Ormskirk; St. Mary's, Aughton; St. Elizabeth's, Scarisbrick; Our Lady's, Parbold and St. John's, Burscough.
4. Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.
5. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 135 pupils for the school year commencing September 2014.
6. Parents must complete the Local Authority application form which must be returned to the Local Authority by **31<sup>st</sup> October 2013**. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the School Supplementary Form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. The supplementary form should be returned to the school by **31<sup>st</sup> October 2013**.
7. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out over the page, without reference to the ability or aptitude of the child.

## Notes

Parents may wish to know that the number of applications received last year was 391 and that 135 were admitted under the admissions criteria:

Criterion 1: 2  
Criterion 2: 104  
Criterion 3: 5  
Criterion 4: 16  
Criterion 5: 1  
Criterion 6: 6  
Criterion 7: 1  
Criterion 8: 0  
Criterion 9: 0  
Criterion 10: 0

### NON ROUTINE ADMISSIONS

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **St. Bede's Catholic High School**

### **Admissions Criteria 2014 - 2015**

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria:

1. \*Baptised Catholic children who are in the care of the Local Authority (Looked After Children) and previously Looked After Children.
2. \*Baptised Catholic children living in the designated Parishes of St. Anne's, Ormskirk, St. Mary's, Aughton, St. Elizabeth's, Scarisbrick, Our Lady's, Parbold and St. John's, Burscough
3. \*Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit.
4. \*Baptised Catholic children living in other Catholic Parishes.
5. Children who are in the care of the Local Authority (Looked After Children) other than Catholic and previously Looked After Children.
6. Children who are other than Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit.
7. Other children living in the designated parishes and attending a Catholic Primary School in the designated parish.
8. 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.
9. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
10. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line distance from the front door of the house/flat to the main front door of the school, with those living closer to the school receiving higher priority.

In rare cases where the distance tie-break does not assist, for example due to twins/triplets in the same house or where there are two or more children with an exact distance measurement, random selection will be used to determine the allocation of places.

\*Baptised Catholic means, within the policies and practices relating to school admissions, any child who, before the due 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 into the Catholic Church.

## **St. Bede's Catholic High School**

### **Admission Arrangements**

1. All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
2. Parents will be informed of the decision by the Admissions Department at Lancashire County Council. Offer letters will be posted out 1<sup>st</sup> March 2014 by second class post. If their application has been successful they are required to confirm acceptance of the offer of a place to the school by 15<sup>th</sup> March 2014.
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the first term of Year 7.

### **Notes**

1. 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 is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual 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 baptism and 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 Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would 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 their 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.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of

the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

2. A Looked After Child is a child who is (a) in the care of the 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.
3. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – e.g. child benefit payment address.
4. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
5. Late applications (those received after the closing date) will only be considered alongside those received by the closing date under the following circumstances:
  - the family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms
  - OR**
  - the family were unable to conform to admissions timetable because of exceptional circumstances which prevented the applications arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

**PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND WHERE APPLICABLE THEY ARE STRONGLY ADVISED TO COMPLETE THE SCHOOL SUPPLEMENTARY FORM FOR EACH CATHOLIC SCHOOL FOR WHICH THEY APPLY. FAILURE TO DO THIS MAY MEAN THE GOVERNORS DO NOT HAVE INFORMATION ABOUT THEIR FAITH COMMITMENT WHEN CONSIDERING THEIR APPLICATION.**

**ST. BEDE'S CATHOLIC HIGH SCHOOL  
A SPECIALIST ARTS COLLEGE**

**SCHOOL SUPPLEMENTARY FAITH FORM 2014 - 2015**

FOR OFFICE USE ONLY	
Criteria	
Sibling	
Distance	

Please complete both part 1 and part 2 and then sign Section 10 and return this form to St. Bede's Catholic High School on or before 31<sup>st</sup> October 2013.

Part 1 – PERSONAL INFORMATION – To be completed by all applicants	
1. Surname	2. Christian Names
3. Boy <input type="checkbox"/>	Girl <input type="checkbox"/> (please tick)
4. Date of birth	
5. Address	
6. Name of primary school attending at present	
Part 2 – FAITH INFORMATION	
<p><b>Has your child been baptised in the Catholic Faith?      YES / NO</b>  <b>If YES please attach proof of Baptism and complete section 7</b>  <b>If NO please complete section 8 or 9</b></p>	
7. Catholic Parish in which you live	
<p><b>8. Has your child been baptised or accepted into a Christian denomination other than Catholic?</b></p> <p align="center"><b>YES / NO</b></p> <p><b>Please attach 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.</b></p>	
<p><b>9. Is your child a member of a Faith community other than Christian?</b></p> <p align="center"><b>YES / NO</b></p> <p><b>Please attach confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion.</b></p>	
<p><b>10. Signature</b></p> <p>I/We certify that the information given on this form is correct.  The school reserves the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate.</p> <p>Parent(s)/Guardian(s) ..... Date .....</p>	