

# SAINT BEDE'S CATHOLIC HIGH SCHOOL



**DETERMINED**

## **Admission Policy 2023-2024**

# SAINT BEDE'S CATHOLIC HIGH SCHOOL LYTHAM ST ANNES

## ADMISSION POLICY FOR SEPTEMBER 2023 TO AUGUST 2024

### INTRODUCTION

Saint Bede's is an 11-16 co-education Roman Catholic High School under the trusteeship of the Diocese of Lancaster. It is maintained by the Local Authority as a voluntary aided school. Before completing this form please ensure you read the explanatory notes on our policy. This is available on our school website or on request from the school office.

Saint Bede's Catholic High School was established to serve the parishes of the Kirkham Deanery, which are:

- St Joseph's, Ansdell
- The Holy Family, Freckleton & Warton
- St John the Evangelist (The Willows), Kirkham
- St Joseph's, Wesham
- St Peter's, Lytham
- St Annes, Westby
- Our Lady Star of the Sea, St Annes
- St Albans, St Annes

The five Catholic Partner Primary Schools are:

- St Peter's, Lytham
- Our Lady, Star of the Sea, St Annes
- The Willows, Kirkham
- The Holy Family, Freckleton & Warton
- St Joseph's, Wesham

As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The coordination of admission arrangements is undertaken by the Local Authority. For the school's year commencing September 2023, the Governing Body has set its admission number at 165. The Local Authority and other parties required by law have been consulted on this.

The Governors welcome applications from Roman Catholic and other parents who would like their children educated within the aims and ethos of Saint Bede's Catholic High School.

Saint Bede's is a Catholic High School in which the Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered, for a place here.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following governors: Chair of Governors, a Parish Priest, Headteacher, Foundation Governor.

For September 2022, the Admission Number for Saint Bede's Catholic High School was 165. A total of **XXX** applications were received by the closing date.

- \*\*applicants were admitted under criterion 1 of the 2022 policy
- \*\* were admitted under criterion 2
- \*\* were admitted under criterion 3
- \*\* were admitted under criterion 4
- \*\* were admitted under criterion 5
- \*\* were admitted under criterion 6
- \*\* were admitted under criterion 7
- \*\* were admitted under criterion 8
- \*\*were admitted under criterion 9
- \*\*were admitted under criterion 10

## ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2023

1. Applications for a place at the school should be made on the Local Authority common application form or online and returned **to the Local Authority no later than Monday 31st October 2022.**
2. Parents must complete the common application form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the Saint Bede's Supplementary Information 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.

The supplementary information form should **be returned to the school by Monday 31st October 2022.**

3. For admissions information, please refer to [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) – then search for 'School Admissions'. This will forward you to the electronic booklets, details and online admissions site, etc.
4. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism (Please see 'Baptised Roman Catholic' in the Explanatory Notes).
5. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
6. Offers will be confirmed online only for all those who apply on Lancashire's online system. Letters will be issued by second class mail to any applicants who submit a paper form.
7. As required by law, all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

## OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 165 children in September 2023. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who have a sibling in the school at the time of admission.
3. Baptised Roman Catholic children from the following Roman Catholic Partner Primary Schools:
  - St Peter's, Lytham
  - Our Lady, Star of the Sea, St Annes
  - The Willows, Kirkham
  - The Holy Family, Freckleton & Warton
  - St Joseph's, Wesham
4. Other Baptised Roman Catholic children.
5. Other Looked After Children and previously Looked After Children.
6. Other children who have a sibling in the school at the time of admission.
7. Other children from the Roman Catholic Partner Primary Schools instanced above.
8. Children of staff employed at Saint Bede's Catholic High School for two or more years or who have been recruited to meet a particular skills shortage.
9. Baptised children from other Christian denominations.
10. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion:

**Lancashire schools:**

- (i) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. The distance measure is a straight line (radial) measure centre of building to centre of building and is measured using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the Local Authority is unable to distinguish between applicants using the published criteria (eg. twins or same block of flats) places will be offered via a random draw.

## **EXPLANATORY NOTES**

**(These notes are part of the policy)**

### **Looked After Children**

This means 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 (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. Looked after children and those who have been previously looked after, including those legally adopted from overseas.

### **Baptised Roman Catholic**

Please note this is not a change in our admission policy, it is a definition for the purpose of clarification. For admission to this Catholic school a Baptised Roman Catholic is

- One who has been baptised into full communion with the Roman Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (Proof of baptism with a copy of a baptismal certificate or details of the date and place of baptism **will** be required)
- A child, baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register **will** be required)
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to Catholic baptism (Proof of enrolment with details of the place and date of enrolment from the appropriate parish records **will** be required).
- In addition to candidates who can give evidence of baptism within the Roman Catholic Church, the definition of baptised Roman Catholic can be extended to children enrolled in or having completed the catechumenate (process of preparation to be received into full communion with the Roman Catholic Church) and those from Eastern Rite Churches in communion with Rome viz:
  - ALEXANDRIAN: Coptic, Ethiopian (Eritrean Catholic Church)
  - ANTIOCH: Malankrese (Sri Lanka), Maronite, Syrian
  - ARMENIAN: Armenian
  - CHALDEAN (East Syrian): Chaldean, Malabar
  - CONSTANTINOPLE (BYZANTINE): Alabanian, Belarusian, Bulgarian, Georgian, Greek, Melchite, Italo-Alabanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian, Macedonian and the Church of the Byzantines of the Diocese of Krizevic.

### **Siblings**

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, ie the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Multiple Births**

Where there are twins or multiple birth children wanting admission and it is not possible to offer a place to all of the children concerned or there is only one single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for both twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If it is not possible to offer a place to all of the children concerned or only a single place can be offered then the place(s) will be offered via a random draw.

### **Children of Staff at the School**

Priority **may** be given with the Admissions criteria to children of staff as follows:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. It is anticipated by the Diocese that any decisions under this heading will not cut across the priority afforded to baptised Roman Catholic candidates.

### **Late Applications**

Applications received after the closing date of Monday 31st October 2022 will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

### **Waiting Lists**

A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions/oversubscription criteria. Parents/carers are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the Autumn term.

### **In Year Applications**

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.

### **Fraudulent Applications**

The Governing Body reserve the right to reverse the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

### **Appeal Arrangements**

If an application for admission has been turned down by the Governing Body parents can appeal to an Independent Appeals Panel. Parents must be allowed at least 20 school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.

**SAINT BEDE'S CATHOLIC HIGH SCHOOL, LYTHAM**

**APPLICATION TO THE GOVERNORS OF SAINT BEDE'S**

**FOR ADMISSION IN SEPTEMBER 2023**

**SUPPLEMENTARY INFORMATION FORM**

If you are applying for a place for your child in Saint Bede's Catholic High School on faith grounds please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the selection criteria.

**IMPORTANT:** This Supplementary Information Form is **NOT** an Application Form but **MUST** be completed and returned to Saint Bede's by Monday 31st October 2022. Please ensure that you **ALSO** complete the online Admission to Secondary Schools September 2022 Common Application Form issued by your local authority by Monday 31st October 2022.

**A) FOR PUPILS RESIDENT IN THE AREA ADMINISTERED BY LANCASHIRE COUNTY COUNCIL**

A paper copy may be obtained from the Area Education Office (Telephone: 01524 – 581148) for those who do not have internet access. This should be returned to your child's primary school. Priority for places at Saint Bede's will be given to pupils who nominate Saint Bede's as their first preference.

**B) FOR PUPILS RESIDENT IN THE AREA ADMINISTERED BY BLACKPOOL BOROUGH COUNCIL**

A paper copy may be obtained from Blackpool Education Office (01253 476829) for those who do not have internet access. This should be returned to your child's primary school.

**This form should be completed by the parent/carer  
Please return this form to Saint Bede's Catholic High School marked 'Admissions' on our  
Open Evening (TBC) or by Monday 31st October 2022 at the latest.**

**PART A** (To be completed by child/applicant's parent or carer)

**A1** Child's Full Name: \_\_\_\_\_

**A2** Date of Birth: \_\_\_\_\_ Male/Female: \_\_\_\_\_

**A3** Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**A4** Present School: \_\_\_\_\_

**A5** Full Names of Parents/Carer:

1. \_\_\_\_\_

2. \_\_\_\_\_

**If you are applying on faith grounds, please complete the following sections:**

**A6** Parish or area of faith community in which you live \_\_\_\_\_  
(e.g. *St Peter's, Lytham*)

**A7** Name of Parish or area of faith community in which you worship, if different from above  
(*Your parish Priest or minister of religion may be contacted to confirm this*)  
\_\_\_\_\_

**A8** Name(s) of any sibling(s) who will be attending Saint Bede's at time of the applicant's planned admission in September 2023

Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Year: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Year: \_\_\_\_\_

[Type here]

**A9** If a **Catholic**, I confirm that the child/applicant is a Baptised Roman Catholic and enclose proof of baptism e.g. copy of Baptismal Certificate or details of place and date of baptism or letter from a priest confirming child's/applicant's preparation for Catholic baptism or faith membership.

Yes No

Parish : \_\_\_\_\_ Town/City: \_\_\_\_\_ Date of Baptism: \_\_\_\_\_

You are asked to enclose a copy of the Baptismal Certificate with this form. If this is not possible, explain below:

\_\_\_\_\_  
\_\_\_\_\_

**A10** If from another Christian denomination, I confirm that the child / applicant is baptised and enclose proof of baptism e.g. copy of Baptismal Certificate or confirmation in writing that the child/applicant is a member of their Faith community from an appropriate Minister of Religion.

Yes No

### **ADMISSIONS CRITERIA**

**Governors will admit pupils in accordance with the stated Admissions Policy. Please tick below to indicate the category which applies to your child.**

- |    |   |                          |
|----|---|--------------------------|
| 1  | Baptised Roman Catholic Looked After Children and previously Looked After Children.   | <input type="checkbox"/> |
| 2  | Baptised Roman Catholic children who have a sibling in the school at the time of admission.   | <input type="checkbox"/> |
| 3  | Baptised Roman Catholic children from the following Roman Catholic Partner Primary Schools. (St Peter's Lytham, Our Lady, Star of the Sea, St Anne's, The Willows, Kirkham, The Holy Family, Freckleton and Warton, St Joseph's, Wesham). | <input type="checkbox"/> |
| 4  | Other Baptised Roman Catholic children.   | <input type="checkbox"/> |
| 5  | Other Looked After Children and previously Looked After Children.   | <input type="checkbox"/> |
| 6  | Other children who have a sibling in the school at the time of admission.   | <input type="checkbox"/> |
| 7  | Other children from the Roman Catholic Partner Primary Schools instanced above.   | <input type="checkbox"/> |
| 8  | Children of staff employed at Saint Bede's Catholic High School for two or more years or who have been recruited to meet a particular skills shortage.  | <input type="checkbox"/> |
| 9  | Baptised children from other Christian denominations.   | <input type="checkbox"/> |
| 10 | Other children.   | <input type="checkbox"/> |

**Declaration: I the parent/carer of the above named child, confirm that to the best of my knowledge, the information given on this form is correct. If offered a place I agree to accept and abide by the school's published codes of behaviour and uniform.**

Signature: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

Parent/Carer Email: \_\_\_\_\_