

## **Admission Policy for Our Lady and St Bede Catholic Academy Stockton on Tees 2018-19**

This admissions policy has been formally adopted by the Directors of the Carmel Education Trust for Our Lady & St Bede Catholic Academy in the Borough of Stockton-on-Tees. The Directors of the Carmel Education Trust are the Admissions Authority and are responsible for determining the school's admissions arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

### **Feeder primary schools**

St Bede's RC Primary School Stockton  
St Cuthbert's RC Primary School Stockton  
St Gregory's RC Primary School Stockton  
St. Patrick's RC Primary School Stockton

### **Published Admission Number**

The governing body has set its admission number at 150 pupils to year seven in the school year which begins in September 2018.

### **Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### **Application Procedures and Timetable**

To apply for a place at this school, the parent must complete a common application form (CAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 1 March 2018 or the next working day, initially by a letter or email from the local authority on behalf of the Admissions Authority.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the Admissions Authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 31 October 2016.

### **Late Applications**

Late applications will be administered in accordance with the local authority coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The **Admissions Authority** will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the Admissions Authority will take into account the views of the parents and of appropriate medical and education professionals.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications

are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31 December 2018. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Miss D Law, Our Lady & St Bede Catholic Academy, Bishopton Road West, Stockton, TS19 0QH. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The Admissions Authority has this power, even when admitting the child would mean exceeding the published admission number.

### **False Evidence**

The Admissions Authority reserves the right to withdraw the offer of a place where false evidence is received.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2018.*

1. Looked after and previously looked after Catholic children (see notes 2&3)
2. Catholic children who attend a feeder primary school (see note 4)
3. Other Catholic children (see note 4)
4. Looked after and previously looked after children (see notes 2&3)
5. Children of a member of school staff who has been employed at the school for two or more years at the time the application for admission is made (see note 12)
6. Children of other Christian denominations (see note 7)
7. Children of other faiths (see note 8)
8. Other children attending a Catholic feeder school
9. Other children

**Tie Breaker**

Where there are places available for some but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school, based on the Local Authority (Stockton on Tees) computerised measuring system with those living closer to the school receiving higher priority.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

## NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. 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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent'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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).
12. A **member of staff** includes all school staff who are under the direct employment of the Directors of Carmel Multi-Academy Trust and who work at Our Lady & St Bede Catholic Academy.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**