



Admission Policy September 2016

1. Saint Bernadette's Catholic Primary School is promoted by the Diocese of Northampton and is maintained by Milton Keynes 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, by the advice of the Diocesan Trustee and its duty to the school and the Catholic community.
3. The school primarily serves the parishes of Our Lady of Lourdes and Christ the King in Milton Keynes and Saint Mary's, Woburn Sands.
4. Having consulted the other local admissions authorities in accordance with legal requirements, the Governing Body has set as its planned admissions numbers up to 420, with a maximum of 60 in Reception and Years 1 - 6 for the school year commencing September 2016.
5. Parents of children starting school for the first time should apply online by visiting the following website: www.milton-keynes.gov.uk/school-admissions Parents must also complete the Supplementary Information Form provided by the St. Bernadette's which is available from the school office or on the school's website. stbernadettesschool.com
6. Places will be offered to children who have a statement of special educational needs or Education, Health and Care Plan which names St Bernadette's as the preferred school. Thereafter, the Governing Body will consider all applications according to the criteria set out below without reference to the ability or aptitude of the child. In case of oversubscription the Governors will give priority to children in the following order:
 - a. Catholic children in care and Catholic children who have previously been in care.
 - b. Baptised Catholic children of practising families from the parishes of Our Lady of Lourdes and Christ the King in Milton Keynes and St Mary's, Woburn Sands and whose application is supported by their Catholic parish priest or the Catholic priest where they worship.
 - c. Baptised Catholic children of practising families from other parishes whose application is supported by a Catholic priest.
 - d. Other Catholic children.
 - e. Other children in care and other children who have previously been in care.
 - f. Children with a sibling in the school at the likely time of admission.
 - g. Children of school staff.
 - h. Children who have attended St. Bernadette's School Nursery.
 - i. Children from other Christian denominations whose parents are in sympathy with the ethos of the school and wish them to receive a Catholic education and whose application is supported by a letter from their priest or minister of religion on Church headed paper with the Church stamp/seal.
 - j. Children from other faith backgrounds whose parents are in sympathy with the ethos of the school and wish them to receive a Catholic education and whose application is supported by their minister of religion on Church headed paper with the Church stamp/seal.
 - k. Any other children whose parents wish their child to receive a Catholic education.

Within each category places will be allocated in the following order:

1. Siblings of children already in the school at the likely time of admission.
2. Random allocation by lottery under the independent supervision of a member of Milton Keynes Council Staff once the admission number of 60 has been reached.

For multiple births governors will uphold the Admissions Code. It is essential that governors are made aware that applicants are one of a multiple birth. This can be done by indicating on each supplementary form.

Similarly, please be aware that in case of oversubscription for 3+ admissions to the nursery the Governors will give priority to children as per the criteria above (except 'h'). The admission number for the Nursery is 52.

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Definitions:

1. **A (Roman) Catholic** child is a child baptised according to the rites of the Roman Catholic Church or enrolled in a baptismal programme.
2. **'Practising'** means attending Mass weekly for Roman Catholic families. Other denominations or religions will define practise according to their own criteria.

A supplementary form is used to demonstrate 'practising'.

It asks parents to confirm whether the child comes from a practising Catholic family and must be filled in and signed by a Catholic priest. **(Section A and B)** A copy of the child's baptismal certificate must be submitted with the supplementary form.

For children who practise in other Christian churches or other faiths it must be accompanied by a letter on church headed paper with a stamp/seal from the minister of religion. **(Section A and C)** A copy of the child's baptismal certificate must be submitted with the supplementary form.

3. By **'parent'** we mean:
 - both natural parents, provided they were married to each other at the time of birth or have subsequently married;
 - any person who, although not a natural parent, has parental responsibility for a child; or
 - any person who, although not a natural parent, has care of the child.
4. By **'children in care'** we mean one in public care, for whom there is an agreement between a designated officer acting on behalf of the Council as Corporate Parent and a designated officer of the LA that the school will more appropriately meet the child's needs.
5. **'Christian'** means a member of the Churches Together in Britain and Ireland. A list of member churches can be found on the CTBI's website <http://www.ctbi.org.uk>
6. However, because the list may occasionally change 'Christian' should be defined as a member of one of the churches *in full membership with Churches Together in Britain and Ireland* at the time when admission decisions are made.
7. By **'normal home address'** we mean your child's home address at the time you make your application for a place. We regard a child's home address to be where s/he spends the greater part of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a medical card if there are reasons why a child does not live at his or her parent's address. For example, if s/he is resident with a grandparent, you need to use this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are NOT sufficient reason for listing another address. The school reserves the right to check the validity of any address given by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address. If you are moving into the catchment area, we will ask for evidence of your move before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy a house or a formal lease agreement for at least six months.
8. **'Siblings'** are children living in the same household. Typically they will be brothers and sisters, or children with the same person having parental responsibility.

Rights of Appeal

There are established arrangements for appeal against the decision not to offer places at the school. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal, the school does not consider any further application in the same school year (1 September- 31 August) unless there has been a significant change in circumstances.

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Admission Supplementary Form

The following information will be used in accordance with the published admission criteria.

SECTION A : To be completed by the parent/s	
Child's Surname:	Child's Forename(s):
Date of Birth:	One of Twin/multiple birth: Yes/No
Gender: Female/Male (Please delete as appropriate)	Name of Twin/multiple birth sibling:
Normal Home Address:	
Post Code:	Tel. No.:
Mother's Name:	Father's Name:
Parish of Residency:	Church/Place of Worship:
Is the child baptised? YES/NO Date:	Child's Church of Baptism:
If YES which denomination: (Please attach copy of baptismal certificate)	Address:

SECTION B : For Catholic families only To be completed by the Catholic Priest where you worship
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The child is a member of a practising family	Yes	No
The child is currently enrolled in the parish baptismal programme	Yes	No
The parent/s are known to me	Yes	No
The child is known to me	Yes	No
I support this application	Yes	No
Declaration by Catholic Priest: I confirm that, to the best of my knowledge and belief, the statements above are true. Name:Signed:Date:		

SECTION C: For families of other Christian denominations or other faith backgrounds
Please refer to our published Admission Criteria. A letter from your minister of religion on Church headed paper with the church stamp or seal will support your application.

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