



Admission Policy September 2019

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 2018.
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 Admission Supplementary Form provided by St. Bernadette's which is available from the school office or on the school's website. stbernadettesschool.com
6. The school manages its own in-year admissions process. If seeking a place to join St Bernadette's during the academic year, parents should request an In-year Application Form and Admission Supplementary Form from the school office
7. 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. This will be within each particular category.

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.

Nursery admission:

- Admission for the 30 hour free entitlement is set at 16 places- for oversubscription the policy is applied (except 'h'). If unsuccessful in application for 30 hours, parents will be invited to be included in the 15 hours selection process,
- Admission for the 15 hour free entitlement is set at 14 places- for oversubscription the policy is applied (except 'h')

This provides a fair balance between those requiring 15 hours and those requiring 30 hours.

Application forms for nursery can be obtained from the school office or downloaded from the school website (nursery section). Please note that this is a different form to the main school application form. 30 hours applications require additional information, including either a valid eligibility code or agreement to pay for the additional 15 hours provided in the afternoon.

- Parents who are not eligible for the full 30 hours funding, must agree to fund the additional 15 hours themselves. See Appendix 2 for details

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. If appropriate **'Practising'** means attending Mass for Roman Catholic families in accordance with the guidance provided for clergy as set out in the Guidance for Clergy. (See attachment embedded in Supplementary Form) Other denominations or religions will define practising according to their own criteria.

A *supplementary form* is used to demonstrate 'practising'.

Section A: To be completed by all parents or carers to provide information for governors including a copy of a baptismal certificate if appropriate.

Section B: Guidance for Catholic Families only. Provide a signed/sealed stamped certificate of practice from the Catholic Priest.

Section C: Guidance for other families of other Christian denominations or faith backgrounds.

3. By **'parent'** we mean:
 - both natural parents,
 - 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> 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.
6. 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.
7. **'Siblings'** are children living in the same household. Typically they will be brothers and sisters, or children with the same person having parental responsibility.
8. **'First Language'**: The language the child was exposed to in early years – i.e. the language used to communicate with the child until the age of 1 year.
9. **'Home Language'**: The Language the child now speaks primarily at home

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. Although letters offering places at the school are normally sent out by MK Council it is the responsibility of parents to check with the Milton Keynes website to determine whether their child has been awarded a place at St. Bernadette's. The school does not inform parents. 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.



Admission Supplementary Form (Appendix 1)

The following information will be used in accordance with the published admission criteria additional data is also required by the DfE for Census Returns. Please see above definitions to support completion of this form

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:
Country of Birth:	First Language:
Home Language:	National Identity:
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:	Address:
(Please attach copy of baptismal certificate)	

<p>SECTION B : For Catholic families only Please provide the certificate of practice which is to be completed by the Catholic Priest where you worship.</p> <p></p> <p>Certificate of Catholic Practice and</p> <p>Paper copies available at the school office.</p>
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SECTION C: For families of other Christian denominations or other faith backgrounds
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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.



(Appendix 2)

Essential Paperwork to Confirm 30 hours Place at St Bernadette's Catholic Primary School **Nursery (FS1)**

Name of Child		
Child's Date of Birth		
SECTION A: COMPLETE FOR 30 HOURS FUNDED PLACE		
Name of parent		
Parent's National Insurance Number		
Parent's Date of Birth		
30 hours free childcare eligibility code		
Date of completion of this form		
I agree to the school checking my eligibility code	Sign:	
I agree to confirm eligibility via my Childcare Service Account every 3 months when prompted	Sign:	
I agree to inform the school if I am no longer eligible for 30 hours free childcare	Sign:	
SECTION B: COMPLETE FOR ALL 30 HOURS PLACES (FUNDED OR NOT)		
If I am not eligible for 30 hours free childcare or become ineligible , I agree to pay for the additional 15 hours per week at £75 per week	Sign:	
I understand that the 30 hours childcare covers 8:45 - 2:45 each day.	Sign:	
I will pick my child up at 2:45 every day (Circle your choice of yes or no)	Yes	No
I will pick my child up at 3:00 every day at an additional cost of £12.50 per week (Circle your choice of yes or no)	Yes	No
I will pick my child up at 3:15 every day at an additional cost of £25 per week (Circle your choice of yes or no)	Yes	No

Go to <https://www.childcarechoices.gov.uk> to check for 30 hours eligibility. From this website, you can check for eligibility, apply and receive the Eligibility Code.