



St Bernard's Catholic Grammar School

Admissions Policy 2018

Responsibility

The Governing Body is the Admissions Authority for St. Bernard's which is a Roman Catholic, Voluntary-Aided, Co-educational Grammar School. The Governing Body will, therefore, give priority in the consideration of applications to baptised Roman Catholic children who have a written reference from their Roman Catholic priest. The criteria set by the Governing Body are designed to preserve the character of the School. This policy has been agreed after consultation with the Diocese of Northampton and Slough Local Authority.

The Governors aim to offer a Catholic education. The Governors expect that parents applying for places will accept and uphold the Catholic character and ethos of the school. Nevertheless, the school fully respects the beliefs of parents and children from all denominations and faith backgrounds. Children are taught respect and tolerance for others and there is provision in the religious education programme for the study of different faiths.

Number

The Planned Admission number for admission at age 11+ for the academic year beginning September 2018 is 120.

Application to the School

Owing to the school's strict admissions criteria it is very important that all parents are aware that they will need to fill out Supplementary Forms A & B as well as a Common Application Form (CAF) from their local authority. The Supplementary Forms A & B collect essential information to allow the Governing Body to put all applicants in order of priority for admission, using the school's oversubscription criteria. The Supplementary Forms A & B must be returned to the Admissions Secretary at the school by 31st October 2017. If Supplementary Forms A & B are not returned, then the child will automatically be considered as "Any Other Children" in the oversubscription criteria (see below). In place of Form B, the school will accept the Bishops Conference of England and Wales' Certificate of Catholic Practice, as an equivalent document.

Admission

The Governing Body will only consider for admission those children who have gained a mark of 111 or above in the Slough 11+ Consortium tests. Where the number of pupils gaining 111 or more in the tests exceeds the number of places available, the Governors will apply their oversubscription criteria.

A standardised score of 111 or above in the entrance tests means that an applicant is eligible for consideration for admission to the School. There is, however, no guarantee of a place, even for those children who have attained the eligibility score, if there are more applications than places available. If the number of eligible applications is greater than the Planned Admission Number, then the Governors will apply the Oversubscription Criteria (see below).

Pupils with an Education Health and Care Plan under the Children and Families Bill 2014 will be admitted only when this pupil has reached the required standard on the test (i.e. they have achieved a standardised score of 111 in the Slough Consortium Tests) and where the school has been named by the local authority on the EHC plan as agreed with the Governors and the Headteacher. If this happens during the normal admission round to Year 7, then the number of places available to other applicants will be reduced accordingly. If this happens at any other time, then the child can only be admitted if the year group applied for is not already full.

Over-Subscription Criteria

Should places be oversubscribed, the Governing Body will consider children for admission following the criteria set out below. These categories relate to the child, not to the parent(s)/guardians(s). Please refer to the endnotes indicated for the following terms: *Practising, Catholic, Looked After, Orthodox, Staff and Other Christian*:

1. Catholicⁱ Looked Afterⁱⁱ children.
2. Practisingⁱⁱⁱ Catholic children.
3. Catholic children.
4. All other Looked After children.
5. Practising Orthodox^{iv} children.
6. Orthodox children.
7. Children of Staff^v.
8. Practising Other Christian^{vi} children.
9. Other Christian children.
10. Practising members of Other Faiths.
11. Members of Other Faiths.
12. Any other children.

If necessary, the Governing Body will determine an order of priority within the above categories based on the following criteria in this order of priority:

1. Children currently in receipt of the Pupil Premium^{vii}.
2. On the child's score in the Selective Tests.

In the event of one or more eligible pupils being tied for the final place or places at the school, priority will be decided by proximity to the school^{viii}.

Waiting List

The school will keep a waiting list of the names of applicants who have qualified for admission but have not been allocated a place, ranked in descending order according to the above oversubscription criteria. The placing of a child's name on the waiting list does not remove the right of appeal. Parents will be informed if their child's name has been placed on this list.

A waiting list will be held for all those applicants who score 111 and above but who may not be offered a place initially due to over-subscription. This waiting list will operate until the end of December 2018.

Appeals

The school will publish and establish arrangements for appeals against non-admissions, which will be independent of the school and will follow the School Admission Appeals Code 2012.

For Admission to Other School Years

In the event of there being vacancies in other school years, the Governing Body, in consultation with the Headteacher, will consider admitting students who have demonstrated their suitability for education in a Selective School, and their intention to respect the Roman Catholic ethos of the School. Should applications for places in these years be oversubscribed, the Governing Body will consider children in order of priority following the criteria listed above.

Applicants who have previously sat the Slough Consortium 11+ test but did not attain a score of 111 or above will not be considered for entry to Years 7-11.

No **other** pupils will be admitted to the school, other than at the start of Year 7, unless there are available places and:

- I. they are transferring from another grammar school; **or**
- II. they have **not** already taken the Slough Consortium 11+ test; **and**
- III. they are successful in the school's entrance examination relevant to their year of entry.

In year applications must be made directly to the school and should be addressed to the Admissions Secretary at the school.

For Admission of Children outside their normal age group

If parents request for a child to enter the school outside the normal age group for that child, the school shall consider the application. The parents must adhere to the same admission requirements and process as for all other children and meet all the entry requirements and secure a place according to the oversubscription criteria. The decision as to whether to admit a child who is outside their normal age group lies with the governors who will make their decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; and whether they have previously been educated out of their normal age group. They will also take into account the views of the Headteacher.

For Admission to Sixth Form

In relation to Sixth Form admission, all applicants (both internal and external) must meet the minimum entry requirements specified by the school as follows:

1. Grade 6 in at least 5 subjects at GCSE (B grades or higher in unreformed GCSEs).
2. At least grade 5 or above in English Language and Mathematics, if these subjects are not being taken in the Sixth Form.
3. Grade 7 at GCSE for Mathematics and Science (or grade A for unreformed subjects) if these subjects are to be studied at A Level.
4. Grade 6 (or grade B for unreformed subjects) at GCSE in all other subjects studied at A Level. For subjects not previously studied at GCSE, a grade 6 or higher is required in an equivalent subject (please see Sixth Form Courses Booklet for further information).

In place of GCSE, NARIC verified overseas equivalents will be accepted. Entry to the Sixth Form is also dependent upon a positive recommendation from the student's current headteacher – this also applies to students in St Bernard's Year 11.

Students must come directly into the Sixth Form from Year 11; no student will be admitted to the school to repeat/restart Year 12. Any student that has previously repeated Year 11 will only be considered for admission to the Sixth Form once Governor's approval has been granted.

The planned admission number for Year 12 entry, including existing St Bernard's Year 11 students and external applicants, is 125.

No student will be admitted to Year 12 after 15 school days from the beginning of the Autumn Term; the beginning of the Autumn Term being defined as the first day of school for students.

All applicants to the sixth form must submit an application form by the date published on the school's website. Students must hold a conditional offer of a place which may be made following a Careers Information Advice and Guidance (CIAG) interview with the school. Once the eligibility criteria have been met and the applicant has completed the registration form (to be completed at the school on or immediately after results day) then the place in the Sixth Form is confirmed. At this stage, other conditions for admissions must be met in addition to academic achievement, such as NARIC certificates for overseas qualification equivalences, and eligibility to receive free education in the United Kingdom.

Where the number of eligible students reaching the required standards in GCSE or equivalent exceeds the number of places available in the sixth form or in the chosen subject classes; places on various courses will be decided according to the oversubscription criteria stated above (i.e. for entry to Year 7). Existing St Bernard's Catholic Grammar School students will be given priority for admission to a course.

Approved by the Leadership Committee on 9th November 2016

Approved by the Full Governing Body on 30th November 2016

Next Review: May 2017

ⁱ Catholic means a member of a church which is in full communion with the See of Rome, a baptismal certificate will be required as evidence of belonging to that church.

ⁱⁱ Both Currently Looked After and Previously Looked after are considered to be 'Looked After' in this Policy. Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made. Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a child arrangements order (in accordance with Section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

ⁱⁱⁱ Practising means a member of a church who attends mass regularly, as evidenced by a Priest's (or minister's) reference including the parish priest's (or minister's) signature and the parish stamp or seal completed on the Supplementary Form B. For members of other faiths, the person who most closely takes on the equivalent role of priest will complete the priest's reference.

^{iv} Orthodox refers to members of an Orthodox Church that belongs to "Churches Together in Britain and Ireland" www.ctbi.org.uk. A baptismal certificate will be required as evidence of belonging to that church.

^v Children of staff concern only those members of staff who are employed directly by the school's Governing Body and have a permanent contract for 50% (or more) of a full time member of staff or filling a vacant post where there is a skills shortage. In order to qualify, the member of staff must still be in post when their child joins the school.

^{vi} Other Christian children refer to a member of a church that belongs to "Churches Together in Britain and Ireland" www.ctbi.org.uk. A baptismal certificate will be required as evidence of belonging to that church. The only exception will be for those Christian denominations where infant baptism is not practised.

^{vii} For the purposes of this policy, Pupil Premium refers to Pupil Premium and Service Premium. The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

^{viii} Proximity to the school means nearest first, measured 'as the crow flies' from the main entrance of the school to the front door of the child's home address (house or flat), using Slough's Geographical Information System (GIS), with those

closer to the school receiving higher priority. The 'home address' is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the parent or carer who receives child benefit for that child, or in the absence of child benefit it is the address of the parent or carer with whom the child resides for the greater duration. In the event of a tie between two or more children with equal proximity to the school, lots will be drawn.

