



# St Bernard's High School

## ADMISSIONS POLICY

### 2019/20

#### **ADMISSION AT AGE 11**

St Bernard's High School is a five form, 11-18 bi-lateral school for girls with a co-educational Sixth Form. The school serves the Catholic community of Southend and South East Essex. The partnership between home, parish and school is the basis of the school's existence as a centre for the education of all Catholic girls of secondary age in the area.

The aim of the school is to recognise and develop the potential of each student. The school provides a full and balanced curriculum which encourages the intellectual and personal development of all students.

The staff are committed to the progress of all students, setting targets with them and supporting achievement through active learning and teaching.

Students are encouraged to enter wholeheartedly into the life of the school; to work hard, to respect the needs of others; and develop those skills and competencies that will be essential in their future lives.

St Bernard's is a forward looking school with a strong and successful tradition of Christian education and inclusive ethos where all students participate in the religious life of the school.

#### **Admission limit for year 7-11: 145**

#### **THE ALLOCATION OF PLACES**

Up to 63 selective places will be offered to girls who have passed the 11+ Exam Selective Test as administered by the Consortium of Selective Schools in Essex and whose normal place of residence lies within the priority area (see map attached). If two or more girls tie for the final selective place, then it will be awarded using the oversubscription criteria.

To enable the school's Governing Body to apply its admissions criteria, it will be necessary for parents to complete the school's Supplementary Information Form (SIF) in addition to the Local Authority form. Where appropriate, the SIF should be supported by a Certificate of Catholic Practice obtained from the applicant's Parish Priest (or another Priest who knows the family well). Applications which are not supported by a completed Supplementary Information Form will fall into Category J of the oversubscription criteria.

**If at the time of admission there are more applications than there are places the Governors will apply the following oversubscription criteria to rank applications in priority order. Non-Selective places will be offered to bring the total intake for the year to 145.**

#### **Oversubscription Criteria**

- A) Catholic children in public care or who were previously in public care (see explanatory note 1)
- B) Practising\* Catholic girls living in the following parishes, whose application is supported by a Certificate of Catholic Practice from their Parish Priest: Our Lady of Lourdes, Leigh-on-Sea; St. Helen's, Westcliff-on-Sea; Sacred Heart, Southend-on-Sea; St. Teresa's, Rochford; St. George's, Shoebury; St. Peter's, Eastwood; St. John Fisher, Prittlewell; Holy Family, South Benfleet; Our Lady of Ransom, Rayleigh and Our Lady of Canvey, Canvey Island.
- C) Other practising Catholic girls whose application is supported by a Certificate of Catholic Practice from their Parish Priest.
- D) Baptised Catholics whose application is not supported by a Certificate of Catholic Practice from their Parish Priest.

- E) Other children in public care or who were previously in public care (see explanatory notes below)
- F) Girls of the Eastern Orthodox Church and whose normal place of residence lies within the priority area (see map attached) whose application is supported by their priest.
- G) Practising Christian girls attending Catholic Primary schools, whose application is supported in writing by their Minister.
- H) Practising Christian girls whose normal place of residence lies within the priority area (see map attached) and whose application is supported in writing by their Minister.
- I) Non-Christian girls whose normal place of residence lies within the priority area (see map attached) and whose application is supported in writing by their local religious leader
- J) Applications from girls who do not fall into the above categories.

**Notes:**

Preference will be given within each of the above categories according to the following criteria:-

- i) girls with a sibling\*\* at the school or at St. Thomas More High School, Westcliff at the time of admission.
- ii) proximity of the child's home to the school, as measured by the shortest route; those living closest to the school being accorded the highest priority.  
Where a child resides at more than one address the distance will be measured using the address where they reside for the majority of the time.

**Definitions:**

\*Practising—to meet the term practising the minister who supplies the letter in support of the application must indicate that the child is practising her faith. For practising Catholic children this is a Certificate of Catholic Practice from their Parish Priest.

\*\*A sibling is defined as the full, half, step, adopted and long term fostered siblings at St Bernard's High School or St. Thomas More High School who reside in the same household at the time of admission.

**In the case of over subscription in any one category “straight line” distance will be used to measure between the pupil’s home and the nearest pupil entrance to the school. If the pupil’s home is a flat the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random process (supervised by someone independent of the Governing body).**

**Proof of Baptism**—in order to apply the admissions criteria fairly proof of baptism will be required.

Catholic children baptised in parishes other than the named parishes (criteria B) and all other Christian children will be required to include a copy of their Baptismal Certificate, if appropriate, with their application. In the named parishes confirmation of Baptism will be sought from the Parish Priest at the same time as a Certificate of Catholic Practice.

**Explanatory notes for admission arrangements:**

**1. Looked after children and Previously looked after children** – Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a ‘looked after child’ is a child in public care at the time of application to the school’. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Looked after and previously looked after children are given the appropriate priority for each relevant age group in line with the admission criteria.

## **2.Statement of Special Educational Need (SEN) and Education Health and Care Plan**

**(EHCP)** – A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.

## **3.Distance where parents have separated**

The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application

## **4.Waiting Lists**

Waiting lists: Lists for each intake year are kept for students wishing to remain on our waiting list. Admission, if a vacancy becomes available, is strictly in the order of the admissions criteria.

## **5.Over and Under age applications**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Details are provided in the Admission Scheme 2019/20 for the main rounds and requests submitted from parents are coordinated by the LA and follow the requirements in the School Admissions Code. Applications for over or under age applications in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-sea are made directly to the school and the school advises the LA of their decision. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October of any given year. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', the school will support any over or under age application where the above has been met and the school is satisfied that the child should continue to be educated out of normal age group.

## **6.Home Address**

For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 31st October. Changes to address will be updated after all on time applications have been processed.

## **7.In-Year Admissions**

To apply for a Year 7 school place after the normal admission cycle or for admission into Years 8-11, parents will need to complete an In-Year application form and Supplementary Information Form (both available from the school and school website).

## **Appeals**

Appeals against a decision of the Governors should be addressed to the Correspondent to the Governors within 2 weeks of the receipt of the decision. These appeals will be considered by an Independent Appeals Committee, before which parents are entitled to attend. 477 applications were received for the Year 7 places for September 2017. TBA appeals were lodged and the Appeals Committee granted TBA places.

## **Admission to the Sixth Form**

Prospective Sixth Form students are encouraged to visit the school in the autumn term of their Year 11 studies.

Application details, including a prospectus, can be obtained via the school website. The closing date for application is the final day of the Autumn term in Year 11.

Late applicants will be considered at any time up to the end of the Spring term of Year 11; however, it should be noted that for late applications some courses may already be full.

Students should complete the appropriate application form and return it to the school by the deadline published. Up to 25 students per year group can be accepted into the Sixth Form from other schools in addition to those students in Year 11 at St.Bernard's High School.

Our Sixth Form entry requirement is to achieve a grade in GCSE English and Mathematics that does not require a re-sit, in addition to meeting the individual subjects' entrance requirements.

Places on A Level courses can, subject to availability, normally be offered to applicants who meet the individual subjects' entrance requirements. The minimum subject course requirement is usually an 8, 7 or 6 grade at GCSE in the subject or a related subject. The detailed course guide gives the information for each subject course and can be obtained from the school website.

## **Oversubscription Criteria**

Should there be more candidates of the required level than there are places available the selection of students will be based on rank ordering the GCSE points score from their best 8 GCSEs including Maths and English.

## **Priority Area Map for St Bernard's High School**

Drill down map and post code list are available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)