



St Bernard's High School

ADMISSIONS POLICY

2018/19

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.

THE ALLOCATION OF PLACES

SELECTIVE PLACES

Sixty three (63) places will be available to students through the selective procedure as administered by the Consortium of Selective Schools in Essex. These places are awarded to students who exceed the pass mark and are offered in order of merit until the sixty three places are filled. The pass mark is adjusted annually and is referenced to the top 24% of the ability range in the Southend priority area. If two or more students tie for the final selective place then it will be awarded using the over subscription criteria.

NON-SELECTIVE PLACES

Non-Selective places will be offered to bring the total intake for the year to 145.

Over-Subscription

Where applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit.

- A) Catholic children in public care i.e. Looked After Children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- B) * Practising Catholic girls living in the following parishes, whose application is supported in writing by 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 in writing by their Parish Priest.
- D) Baptised Catholics whose application is not supported in writing by their Parish Priest.
- E) Other children in public care i.e. other Looked After Children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- F) Girls of the Eastern Orthodox Church living in South East Essex area whose application is supported by their priest.
- G) Practising Christian girls living in the South East Essex area attending Catholic Primary schools, whose application is supported in writing by their Minister.
- H) Practising Christian girls living in the South East Essex area, whose application is supported in writing by their Minister.
- I) Non-Christian girls living in South East Essex 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.

Definition:

*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.

**A sibling includes full, half, step, adopted and long term fostered siblings at St Bernard's High School or St. Thomas More High School and residing in the same household.

***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.

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.

ADMISSION AT AGE 16

Admission to the Sixth Form is by individual application using the School's Sixth Form application form. Details of the entry requirements and the courses on offer are fully detailed in the Sixth Form Prospectus which is available from the school. Applications are welcomed from students from outside the School. Meetings take place to discuss option choices and course availability. Following the meeting, places are offered to girls and boys who meet the entry requirements.

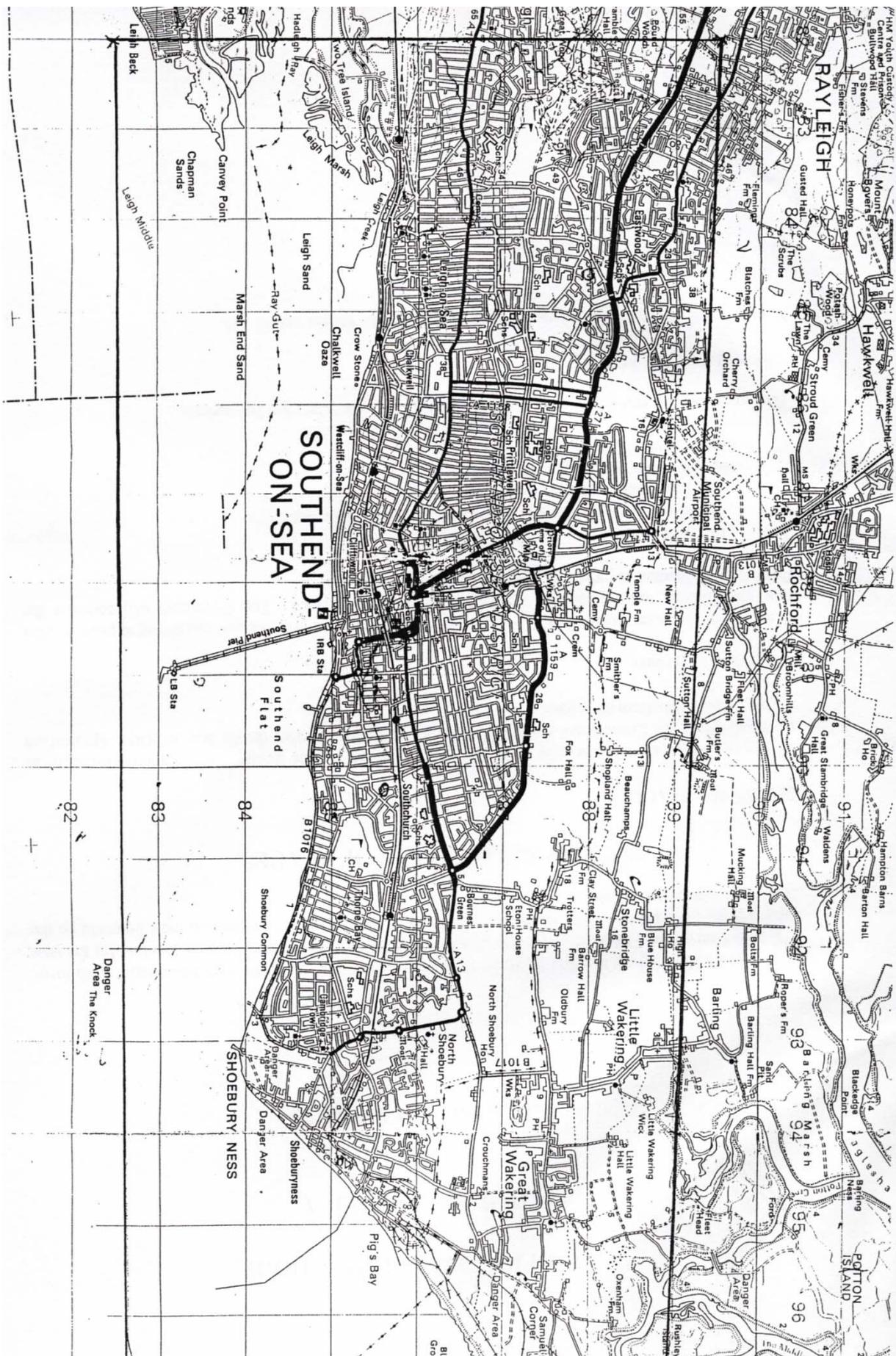
Waiting Lists:

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 by criteria order.

APPEALS AGAINST NON-ADMISSION

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 Panel, before which parents are entitled to attend.

The boxed area on the map below shows the South East Essex Area (priority area)



ST BERNARD'S HIGH SCHOOL

2018

(Sample: Supplementary Information Form. Application forms to be requested directly from the school)

We hold some information concerning yourselves and your daughter on computer. We are a Registered Data User under the Data Protection Act 1988 and as such may be asked from time to time to provide information to other professional organisations.

Please supply the following details concerning your daughter: - (Block capitals please)

SURNAME:

FORENAMES:

DATE of BIRTH:

***ADDRESS:**

..... **POSTCODE:**

**the address where your daughter lives the majority of her time.*

TELEPHONE NUMBER: (Home):

FATHER/CARER'S NAME:

MOBILE/OTHER TELEPHONE NUMBER:

MOTHER/CARER'S NAME:

MOBILE/OTHER TELEPHONE NUMBER:

PRESENT SCHOOL:

If your daughter was baptised as a Catholic in one of the following parishes please complete the box below: 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.

BAPTISM DATE:	PARISH:
FIRST COMMUNION DATE:	PARISH:

If your daughter is Catholic and was baptised outside the feeder parishes or a practising Christian of another denomination please include a copy of her Baptism Certificate with this application.

If your daughter is not a Catholic but a practising member of another faith please give details:

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Name of any other daughter who is currently attending St Bernard's or son who is currently attending St Thomas More's:

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If your daughter is Catholic, please give below details of a Priest who has **agreed** to support your application.

CHURCH YOU ATTEND:

PRIEST'S NAME:

PRIEST'S ADDRESS:

If your daughter is not a Catholic you should also obtain a letter, which states that your daughter is practising her faith, from your Minister/Religious Leader before the closing date for applications. Please tick the box if you intend to do this.

Please tick the box if your daughter will be taking/has taken the 11+ Selective Test. (if ticked you will need to submit a CSSE application form)

To ensure that your daughter's application can be processed immediately please ensure that:

1. The **single application form** has been fully completed and **submitted to the Local Education Authority.**
2. This form, **Catholic School's Supplementary Information Form** has been fully completed and signed.
3. Where applicable a copy of your daughter's Baptism Certificate is included.
4. The full name and address of the Priest who has **agreed** to support your application has been given. (Catholic applicants)
5. A letter from your Minister/Religious Leader is enclosed. (Non-Catholic applicants)

Declaration

We are practising Catholics/Christians (Delete if not applicable)

If our daughter is admitted to St Bernard's High School we understand that she will be educated in the Catholic faith and that she will participate in the religious life of the school.

Signature of parent/carer completing this application

SIGNED: DATE:

NAME:

Please return the completed Catholic Schools' Supplementary Information form to Ms Smyth, St Bernard's High School, Milton Road, Westcliff on Sea, Essex, SS0 7JS by 31 October 2018.

FOR OFFICE USE ONLY DATE APPLICATION RECEIVED:

DATE OF PRIEST'S LETTER RECEIVED:

DATE MINISTER'S LETTER RECEIVED: ATTENDING CATHOLIC PRIMARY: Y/N

BAPTISM CERTIFICATE RECEIVED: Y/N SIBLING PRESENT: Y/N

CATEGORY: