



St Bede's and  
St Joseph's  
Catholic College



# Admission Policy 2026/27



Diocese of Leeds

## ST BEDE'S AND ST JOSEPH'S CATHOLIC COLLEGE ADMISSION POLICY 2026/27

St Bede's and St Joseph's Catholic College was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The College is conducted by its academy company as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and always seeks to be a witness to Our Lord Jesus Christ.

As a Catholic College, we aim to provide a Catholic education for all our students. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the College's education be fully supported by all families in the College. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the College. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the College in accordance with these admission arrangements.

The Blessed Christopher Wharton Catholic Academy Trust is the admissions authority and has responsibility for admissions to the College. The Local Authority undertakes the co-ordination of admission arrangements during the normal admission arrangements round, excluding admission to year 12. The admission authority has set the College's Published Admissions Number ("PAN") at 290 students to Year 7 in the school year which begins in September 2026. The local Academy Council has delegated responsibility for admissions.

The admission authority will, where logically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the College's PAN.

### **Admission to the Sixth Form**

The College operates a sixth form for a total of 400 students. The College will admit external students to any available places until Year 12 reaches its capacity of 200. All applicants must meet the requirements of individual courses. Minimum entry requirements and individual course requirements are published annually in the College's prospectus and on its website.

Where there are more external applicants than places available, priority will be given in accordance with the oversubscription criteria 1, 2, 4, 6-10 and 12 as detailed below.

Details on the application process for external applicants can be found on the College website.

### **Students with an Education, Health and Care Plan (see note 1)**

The admission of students with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the College

must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

## **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children (see notes 2 & 3).
2. Catholic children with a sibling who attends St Bede's and St Joseph's Catholic College (see notes 3 and 6).
3. Catholic children who live in the primary school defined areas of St Anthony's Catholic Primary, Clayton, St Anthony's Catholic Primary, Shipley, Our Lady & St Brendan's Catholic Primary, St Clare's Catholic Primary, St Columba's Catholic Primary, St Cuthbert's Catholic Primary, St Francis Catholic Primary, St John the Evangelist Catholic Primary, St Joseph's Catholic Primary, Bradford, St Joseph's Catholic Primary, Bingley, St Matthew's Catholic Primary, St Walburga's Catholic Primary, Shipley, St William's Catholic Primary, St Winefride's Catholic Primary and go to the Catholic primary schools serving those areas (see notes 3 and 4).
4. Catholic children who live in the above-named defined areas (see notes 3 and 4).
5. Catholic children who currently attend one of the Catholic primary schools (listed in 3 above) but do not live in the defined area (see notes 3 and 4).
6. Other Catholic children (see note 3).
7. Other looked after and previously looked after children with a sibling who attends St Bede's and St Joseph's Catholic College (see notes 2 & 6).
8. Other looked after and previously looked after children (see note 2).
9. Members of an Eastern Christian Church (see note 5).
10. Other children with a sibling who attends St Bede's and St Joseph's Catholic College. (see note 6).
11. Other children who currently attend one of the following Catholic feeder primary schools: St Anthony's Catholic Primary, Clayton, St Anthony's Catholic Primary, Shipley, Our Lady & St Brendan's Catholic Primary, St Clare's Catholic Primary, St Columba's Catholic Primary, St Cuthbert's Catholic Primary, St Francis Catholic Primary, St John the Evangelist Catholic Primary, St Joseph's Catholic Primary, Bradford, St Joseph's Catholic Primary, Bingley, St Matthew's Catholic Primary, St Walburga's Catholic Primary, Shipley, St William's Catholic Primary, St Winefride's Catholic Primary.
12. Any other children.

## **Tie Break**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, priority will be given to children living closest to the College's Ignis site, BD8 7AP, determined by the shortest distance.

Where demand exceeds places in any one of the above criteria, the distance between home and the main entrance of the College building, measured by a straight line on the Ordnance Survey

map, will be used to decide who is to be given a place, with places being awarded to those living nearest. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection, by an officer from the Local Authority Admissions Team.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the College. All the names will be entered into a hat and the required number of names will be drawn out.

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see note 9).

### **Application Procedures and Timetable**

To apply for a place at this College in the normal admission round Year 7, you must complete a Common Application Form available from the Local Authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 6 and 9. The Supplementary Information Form should be returned to Admissions, St Bede's and St Joseph's Catholic College, Cunliffe Road, Bradford, BD8 7AP, [admissions@sbsj.co.uk](mailto:admissions@sbsj.co.uk) by the 31<sup>st</sup> of October 2025.

You will be advised of the outcome of your application on 1<sup>st</sup> March 2026 or the next working day by the Local Authority on our behalf. *If you* are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 6 or 9, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2025.

### **Late Applications**

If you return the Common Preference Form after the deadline, we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Coordinated scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to The Blessed Christopher Wharton Catholic Academy Trust, Beacon Villa, Cunliffe Road, Bradford, BD8 7AP at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the College, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the academic year.

Inclusion in the College's waiting list does not mean that a place will eventually become available.

## **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. If you wish to make an application please contact the College at Admissions, St Bede's and St Joseph's Catholic College, Cunliffe Road, Bradford, BD8 7AP [admissions@sbsj.co.uk](mailto:admissions@sbsj.co.uk).

To apply for school places in Bradford the following link takes you to the Bradford Council admissions page <https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/>

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## **Fair Access Protocol**

The College is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

**The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the College, the place itself, where it is satisfied that the offer or place was obtained by deception.**

**Notes (these notes form part of the oversubscription criteria)**

1. An Education, Health and Care Plan is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a Local Authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the College.  
A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.
4. Defined area is a geographical area for the purposes of this policy as determined by the Diocese of Leeds.
5. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. Sibling(s) (brother or sister) includes:
  - (i) children with a brother or sister (including siblings, stepsiblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance in Years 7 to 10 at St Bede's and St Joseph's Catholic College on the date of application;
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. Random allocation – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the College using straight line distance criterion. An independent person will be used to make the random selection.



**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A CATHOLIC SCHOOL  
SUPPLEMENTARY INFORMATION FORM 2026/27  
ST BEDE'S AND ST JOSEPH'S CATHOLIC COLLEGE**

- St Bede's and St Joseph's Catholic College is a Catholic Academy. The College is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the College.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- The Trust board has responsibility for admissions to the College. In order to apply the College's oversubscription criteria, the Trust board requires additional information that is not collected on the Local Authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. ***Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

<b>Full name of child (including surname)</b>	
<b>Date of birth</b>	
<b>Child's permanent address including postcode</b>	
<b>Contact telephone number(s)</b>	

<b>Current School</b>	
<b>Full name of parent/carer</b>	<b>Relationship to child</b>

<b>If, at the time of application, you have other children attending this College in Years 7 to 10, please provide details below:</b>	
<b>Full name(s)</b>	<b>Date(s) of birth</b>

#### **CATHOLIC CHILDREN**

**If you think that your application should be considered under categories 1-6 then you must supply the information below and attach the evidence requested.**

<b>Date of baptism</b> (You must attach proof of baptism i.e. baptism certificate, or a certificate of reception into the full communion of the Catholic Church or a letter from your priest)		<b>Place of baptism and address</b>	
<b>Name of your parish priest</b>			

### EASTERN CHRISTIAN CHURCH

If you think that your application should be considered under category 9 then you must supply evidence of baptism as requested in the admission policy.

<b>Date of Baptism</b> (You must attach proof of baptism i.e. baptism certificate or a letter from the authorities of the church)		<b>Place of Baptism and address</b>	
<b>Name of Eastern Christian Church of which you are a member</b>			

I confirm that I have read the Admissions Policy of the College and that the information I have provided is correct. I understand that I must notify the College immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Trust board may withdraw any offer of a place even if the child has already started at the College.

Signed.....

Date.....

*Please return your completed form to the College.*

<i>For school use only</i>	
Date SIF received .....	
Verification of baptism .....	Year Group .....

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are the Blessed Christopher Wharton Catholic Academy Trust. The Blessed Christopher Wharton Catholic Academy Trust is the Data Controller and St Bede's and St Joseph's Catholic College is part of the Blessed Christopher Wharton Catholic Academy Trust.
2. Being a Catholic education provider, we work closely with the College's Diocesan Authority, the College's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Richard Lewis-Ogden and you can contact him with questions relating to our handling of the data. You can contact him by emailing [Richard@bywaterkent.co.uk](mailto:Richard@bywaterkent.co.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the College.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the College's enrolment system, and the data will be retained and processed on the basis of the College's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The College may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the College's data retention policy.
10. To read about individual rights you can refer to the College's privacy notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the Trust's Complaints Policy & Procedure 2023. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: <https://ico.org.uk/>.

## Notes

### **Evidence of Catholic Baptism**

If an application is being made for a place at the College for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to Admissions, St Bede's and St Joseph's Catholic College, Cunliffe Road, Bradford, BD8 7AP, [admissions@sbsj.co.uk](mailto:admissions@sbsj.co.uk).

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

### **Evidence of Membership of an Eastern Christian Church**

If an application is being made for a place at the College for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the College.

#### **Checklist:**

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Copy of baptism or certificate of reception into the Eastern Christian Church (where applicable).

Have you completed and returned your Local Authority's Common Application Form?