



St Bede's and  
St Joseph's  
Catholic College



Diocese of Leeds



# Admission Policy

## 2025/26

Approved by Governors

Date: 11<sup>th</sup> September 2024

Signature: W. Crowe

Review Date:





## **St Bede's and St Joseph's Catholic College ADMISSION POLICY 2025/26**

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 seeks at all times 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 College, Catholic doctrine and practice permeate every aspect of the College'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 this College. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. 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 2025. The local Academy Council has delegated responsibility for admission.

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

### **Admission to the Sixth-Form (please see separate policy)**

#### **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 note 6).
3. Catholic children who live in the primary school defined areas of Our Lady & St Brendan's Catholic Primary, St Anthony's Catholic Primary Clayton, St Anthony's Catholic Primary Shipley, 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 Bingley, St Joseph's Catholic Primary Bradford, St Matthew's Catholic Primary, St Walburga's Catholic Primary School, St William's Catholic Primary, St Winefride's Catholic Primary, and go to the Catholic primary schools serving those areas. (see note 3).
4. Catholic children who live in the above named defined areas. (see note 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.
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 note 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 Catholic primary schools serving the areas of Our Lady & St Brendan's Catholic Primary, St Anthony's Catholic Primary Clayton, St Anthony's Catholic Primary Shipley, 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 School, 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.

Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the College using the local authority's computerised measuring system.

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 10)

### **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 7 or 8 to 11. 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> October 2024**.

You will be advised of the outcome of your application on 1<sup>st</sup> March 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 2024.**

### **Late Applications**

**Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions 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 school.

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. Please see school website.
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) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (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.