Name of Academy: Blessed George Napier Catholic School. This academy is part of The Pope Francis Catholic Multi Academy Company. The Pope Francis Catholic Multi Academy Company is the Admission Body for Blessed George Napier Catholic School, Holy Trinity Catholic Primary School and St Joseph’s Catholic Primary School. The Board of Directors have delegated admissions to the local Academy Committees for Blessed George Napier Catholic School, Holy Trinity Catholic Primary School and St Joseph’s Catholic Primary School.

The admissions process is part of the Oxfordshire LA co-ordinated scheme.

The Admission Policy of the Academy Committee of Blessed George Napier Catholic School is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Academy Representatives as part of the Catholic Church in accordance with the Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The Academy’s Admission Number for the academic year 2016/17 is 142.

If the number of applications exceeds the admission number, the Academy Committee will give priority to applications in accordance with the criteria listed, provided that the Academy Committee are made aware of that application before decisions on admissions are made (see Note 1 below).

In all categories, priority will be given to those who have a brother or sister (see Note 4 below) attending Blessed George Napier Catholic School at the time of admission and then distance.

1. Baptised* Catholic children (see Note 2 below) who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Baptised* Catholic children who currently attend a Catholic feeder school or academy. The feeder schools and academies are:

   St John’s, Banbury
   St Joseph’s, Banbury
   Holy Trinity, Chipping Norton
   St Mary’s, Bicester
   St Mary’s, Aston le Walls, Northamptonshire

3. Other Baptised* Catholic children.

4. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
5. Non-Catholic children who have a brother or sister at Blessed George Napier Catholic School at the time of admission.

6. Non-Catholic children who currently attend a Catholic feeder school or academy.

7. Children of other Christian communities. A Baptismal Certificate or letter of Dedication will be required or a letter confirming membership of the faith community from the Faith Leader should be provided. If a family have recently moved to the area, a letter from their previous Faith Leader will be acceptable.

8. Children of non-Christian faiths, for example Jews, Muslims, Hindus, Sikhs, etc. A letter confirming membership of the faith community from the Faith Leader will be required. If a family have recently moved to the area, a letter from their previous Faith Leader will be acceptable.

9. Other children.

* For definition of “Baptised Catholic” - see Appendix.
** If a Supplementary Form is not completed, the application may be considered in Criterion 9.

OVER-SUBSCRIPTION

If there is over-subscription within the category, the Academy Committee will give priority to children living closest to the academy determined by the shortest designated public route as defined on the Directorate for Children, Young People & Families Geographic Information System.

Where fewer places can be offered at the academy applied for than there are children from multiple births or living at a single address, the Academy Committee will randomly select the child to be offered the final place by drawing lots. As an exception, the Academy Committee will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

In those cases where the measurement of the distance ‘tie break’ produces an identical measurement for two or more applicants when there are too few places to offer all those applicants a place, the Academy Committee will randomly select the child to be offered the final place by drawing lots if all the following circumstances apply:

- The measurement of the distance ‘tie break’ produces an identical result.
- The applicants are not twins living at the same address.
- There are insufficient places to enable the Local Authority to offer places to all the affected applicants.

NOTES

Note 1

Children with a Statement of Special Educational Needs that names the academy must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism should contact their Parish Priest.
Applicants are asked to complete the academy’s Supplementary Information Form (SIF) to assist the Academy Committee in awarding places. The Form can be obtained from Blessed George Napier Catholic School or from feeder schools and academies on request or can be downloaded from the school website. The Local Authority Common Application Form (CAF) must also be completed and returned to the Local Authority. Please return the Supplementary Information Form directly to Blessed George Napier Catholic School. Further details can be obtained from the School. Failure to complete the Supplementary Information Form/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

**Note 3**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

**Note 4**

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children share one common parent
- Step-brother or step-sister, where two children are related by a parent’s marriage
- Step-brother of step-sister
- Adopted or fostered children

The children should be in permanent residence at the same address.

**APPEALS**

Parents who wish to appeal against the decision of the Academy Representatives to refuse their child a place in the academy are asked to complete the Application for Independent Appeal form, available from the academy, and address this to the Chair of the Board of Directors. Appeals will be heard by an independent panel. This applies to appeals for all year groups.

**REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

**LATE APPLICATIONS**

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the academy’s parish area after the issue of application forms.
  OR
- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (after places have been offered) will be added to the academy’s waiting list in admission criteria order.
Applications Other Than the Normal Intake to Year 7 (In-Year Applications)

As part of the co-ordinated scheme parents/carers are required to complete a CAF form available online at [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions) or by telephoning the admissions team on 01865-815175. The Local Authority will need to consult with the Academy Committee. A Supplementary Information Form should also be submitted to the academy and the application will be considered by the Academy Committee at the next Admissions Committee Meeting following receipt of the form.

**Waiting Lists**

Waiting lists for admission will remain open until the end of December 2016 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Academy Committee in admission criteria order. Any vacancies which occur in the appropriate year group will be re-offered to children on the waiting lists. Vacancies will be offered in accordance with the published criteria for admission. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

**In Year Fair Access Policy**

Refer to the agreed policy with the Local Authority for admission of previously excluded or hard to place children.

**Year 12 Admission Policy**

In addition to students transferring from Year 11 into Year 12, places will be available for students from other schools and colleges. The Academy Representatives intend to admit seventy students to Year 12 in 2016-2017 should demand and space on the present site allow.

Criteria for entry according to various ‘learning pathways’:

- For those wishing to follow a two year advanced course, at least five GCSE passes at grade C or above including English and Maths. It would be typical for students to gain a grade B in their chosen AS subject if they have studied it at GCSE.

- For those students wishing to undertake three alternative courses e.g. BTEC Level 3, they will need to have five GCSE passes at grade C or above.

- If a student has not gained a grade C in English and/or Maths, they will be expected to attend additional lessons in order to re-sit the exam.

- All students must have expressed a desire to be educated in a Catholic, Christian environment and be prepared to follow a Religious Education course (Extended Project) which is compulsory for all Sixth Form.

- Parents of students entering Sixth Form must have expressed a desire for their child to be educated in a Catholic, Christian environment and be prepared to support the Head of Sixth Form in preparing the young people for their future.
TRANSPORT

For Oxfordshire children, please refer to their transport entitlement set out in Oxfordshire County Council’s Admissions Brochure ‘Moving On’. For children living outside Oxfordshire interested in a place at Blessed George Napier Catholic School, please contact your own Local Authority. Please also be aware that a bus service is provided from Bicester to BGN. The cost of this service will be borne by parents. For further details contact the School directly (Tel: 01295 264216 or E-Mail: office.4600@bgn.oxon.sch.uk).
There is no charge or cost related to the admission of a child to this academy.

APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

• Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

OR

• Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies, Academy Committees and Boards of Directors of Catholic schools and academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The Certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors, Committee Representatives and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. 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).
Supplementary Information Form 2016/17

(If faith evidence is not provided, this will have an effect on the criterion the application is ranked in)

Please enter date you submitted the Common Application Form (CAF) to the Local Authority or when you applied to them on-line: _______________________

Section 1 – To be completed by Parent/Carer

<table>
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Siblings Currently at BGN School

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</table>

Section 2 – For Catholic Applicants Attending Feeder Schools

Please attach a copy of the Certificate of Baptism/Reception to this form unless previously presented to the primary school.

Section 3 – For Catholic Applicants Attending Non-Feeder Schools

Please attach a copy of the Certificate of Baptism/Reception to this form.

Section 4 – For Applicants of Other Christian Churches and Other Faiths

Please attach a copy of the Certificate of Baptism or Letter of Dedication to this form or a letter confirming membership of the faith community from a faith leader.

*Please delete as appropriate