ST BEDE’S CATHOLIC PRIMARY SCHOOL, JARROW
ADMISSIONS POLICY 2025-26

St Bede’s Catholic Primary School was founded by the Catholic Church to provide education for children
of Catholic families. Whenever there are more applications than places available, priority will be given
to Catholic children in accordance with the oversubscription criteria listed below. The school is
conducted by Catholic Education Trust 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 school, we aim to provide a Catholic education for all our pupils. 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 school’s education be fully supported by all families in the school. We
therefore hope that all parents will give their full, unreserved and positive support for the aims and
ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and
be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining
the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The
administration and operation of the admission policy is delegated by the Trust to the Local Governing
Committee.

Late Applications
Late applications will be administered in accordance with the home local authority Primary Coordinated
Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing
date.

Admission of Children below Compulsory School Age and Deferred Entry
A child is entitled to a full-time place in the September following their fourth birthday. A child’s parents
may defer the date at which their child, below compulsory school age, is admitted to the school, until
later in the school year but not beyond the point at which they reach compulsory school age, or beyond
the beginning of the final term of the school year for which an offer was made. A child may take up a
part-time place until later in the school year, but not beyond the point at which the child reaches
compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing,
as soon as possible, that they wish to either defer their child’s entry to the school or take up a part-time
place.

Admission of Children outside their Normal Age Group
A request may be made for a child to be admitted outside of 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 headteacher of the school. The admissions
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 who has
statutory responsibility for the internal organisation, management and control of the school, the
admissions authority will take into account the views of the parents and of appropriate medical and
education professionals.
Summer Born Children
The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that
the child be admitted out of their normal age group, to the reception class in the September following
their fifth birthday and that that the child will remain in this2 841.92 rehrmi(he)3(ciry)9(e)5(4(o)10((e)-5res(ta)72(he)3((o)10(ble)ugh)-3(in)9(ol)22.TJ

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One admission authority cannot be required to honour a decision made by another admission
authority on admission out of the normal age group. Parents, therefore, should consider whether to
request admission out of the normal year group at all their preference schools, rather than just their
first preference schools.
Waiting Lists
In addition to their right of appeal, applicants 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 below
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 last day of the
summer term. Inclusion on the school’s waiting list does not mean that a place will eventually become
available.
Infant Class Size Regulations
Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to
the provisions in the School Admissions Code for ‘excepted children’). Parents do have a right of
appeal in accordance with the infant class size regulations if the school is oversubscribed and their
child is refused a place.

The admissions 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.
In-Year Applications
An application can be made for a place for a child at any time outside the admission round and the
child will be admitted where there are available places. For information on making an in-year
application, parents should contact the local authority admissions team at School Admissions, Town
Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by
email at school.admissions@southtyneside.gov.uk. [www.stbedesjarrow.co.uk]

Parents will be advised of the outcome of their application in writing. 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, a request can be made that the child is added to the
waiting list (see above). The parent has the right of appeal to an independent appeal panel if refused
a place.
Right of Appeal
Where a parent has been notified that a place is not available for a child, every effort will be made by
the local authority to help the parent to find a place in a suitable alternative school. Parents who are
refused a place have a statutory right of appeal. Further details of the appeals process are available by
writing to the chair of governors at the school address.

Fair Access Protocol
The school 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 admissions
authority is empowered to give absolute priority to a child where admission is requested under any

Nursery
For children attending the school’s nursery, application to the reception class of the school must be
made in the normal way, to the home local authority. Attendance at the school’s nursery does not
automatically guarantee that a place will be offered at the school.
False evidence
The admissions authority reserves the right to withdraw the offer of a place or, where a child is already
attending the school, the place itself, where it is satisfied that the offer or place was obtained by
deception.
Notes and definitions
1. A Statement of Special Educational Needs is a statement made by the local authority under section
324 of the Education Act 1996, specifying the special educational provision for a child. 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

one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by
common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.
An ecclesial community which on principle has no credal statements in its tradition, is included if it
manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit
of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above
definition, as are all other churches and ecclesial communities that are in membership of any local
Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter
confirming their church membership from their minister or faith leader.

7. Children of other faiths means children who are members of a religious community that does not
fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the
definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to
include:

▪ A religion which involves belief in more than one God, and
▪ A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the
purposes of charity law, which are characterised by a belief in a supreme being and an expression
of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister
or faith leader.
8. A member of staff includes all school staff who are under the direct employment of the admissions
authority of the school.

9. 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.
10. Sibling 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 weě耀ᇠdᑟȁᨀ li椀渀Ǧꏗ였⡁鋣倀ゴᇥ蜙猃䌔ᦡ䴱䐻ㅄ숁Ḁ weě耀ᇠdᒥ醿䆃㼐ő䗥㕦㓙墙䍁▕㊁B陳⥤롁鋩荇ֺᄳ⠙脤ᤔ裥蜐奅 we 
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This policy should be read in conjunction with the local authority’s admission guidance for parents.