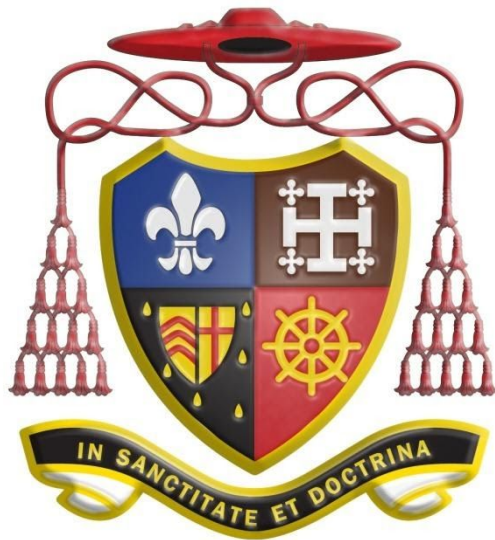


# ST BONAVENTURE'S



Boleyn Road, Forest Gate, LONDON E7 9QD  
Tel: 020-8472-3844 Fax: 020-8471 2749

Email: [info@stbons.org](mailto:info@stbons.org)

Website: [www.stbons.org](http://www.stbons.org)

Headteacher: Mr Christopher McCormack  
School Roll: 1380 students 11-18 Years

**DETERMINED ADMISSION ARRANGEMENTS**  
**for Academic Year 2020-2021**

**St Bonaventure's School was founded by the Catholic Church to provide education for boys of Catholic families. The school is conducted by its governing board as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.**

**Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria stated.**

**The Governing board of St Bonaventure's School intend to admit 186 boys into Year 7 in the school year which begins in September 2020.**

**Applications for places at St Bonaventure's for Year 7 starting September 2019 were: 610**

### **Over-Subscription Criteria**

**At any time 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. Adopted, 'Looked After' and previously 'Looked After' children from Catholic Families.**
- 2. Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice and who are resident in the Deanery of Newham.**
- 3. Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice and who are resident outside of the boundary of the Deanery of Newham.**
- 4. Baptised Catholic children as determined by a Catholic certificate of baptism.**
- 5. Any other Adopted, 'Looked After' and previously 'Looked after' children who are not Catholic.**
- 6. Members of an Eastern Christian Church, whose application is supported by a appropriate Minister of religion using the Reference Form for Non-Catholic Faith leaders.**
- 7. Members of other Christian denominations that are members of "Churches Together in England", whose application is supported by an appropriate Minister of religion using the Reference Form for Non-Catholic Faith leaders.**
- 8. Children of other Faith traditions, whose application is supported by an appropriate religious leader using the Reference Form for Non-Catholic Faith leaders.**
- 9. All other applicants.**

**Where the offer of places to all applicants in any of the criteria listed would lead to oversubscription the following provisions will be applied.**

1. The attendance of a sibling at the school who will be on the school roll at St Bonaventure's in September 2020, in Years 8-13 will take priority within each criterion.
2. Distance from home to the nominated central point of Newham, which has been agreed as the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX. This distance is determined by London Borough of Newham, using the 'Shortest Walking Distance' and will be used to rank order applicants within each criterion.

**Tie –Break**

In the event of 2 or more children living equidistant from the nominated central point of Newham, the place will be offered by random allocation.

Further details can be found by reading the London Borough Of Newham Home To School Distance Calculations Protocol, available on the school website;

[Admission Documents & Forms](#)

## Admission to St Bonaventure's 6th Form

The 6th Form is available for all existing students in Year 11 at St Bonaventure's School, if they should fulfil the individual entry requirements for courses, details of which can be found in the 6th Form Prospectus. Remaining places in the 6th Form will be distributed in accordance with the school's oversubscription criteria, subject to applicants fulfilling the individual entry requirements of the courses for which they have applied. It is important that 6<sup>th</sup> form applicants follow the application procedures below, the dates will be published separately.

The Published Admission Number for additional applicants into Year 12 from schools other than St Bonaventure's is 20.

### Application Procedures and Timetable

### What you have to do

1. The Common Application Form (CAF) for Year 7 application must be returned to Pupil Services Section by **31st October 2019**. The St Bonaventure's School Supplementary Information Form (SIF) (obtained from London Borough of Newham; downloaded from the school's website: [www.stbons.org](http://www.stbons.org) or collected from the school's reception) together with a photocopy of the Baptismal Certificate should be returned to St Bonaventure's School, who will provide a receipt if requested. *A photocopy of the Baptism Certificate must be firmly attached to this Supplementary Information Form.*  
*The closing date for the SIF to be handed directly to St Bonaventure's is 31st October 2019.*
2. Non-Newham residents must apply through their own Local Authority using the appropriate Common Application Form (CAF). They can either obtain the St Bonaventure's School Supplementary Information Form (SIF) from the school's reception; download from the school's website: [www.stbons.org](http://www.stbons.org) or contact Newham's Pupil Service Section to be sent one. Non-Newham residents should return their own borough's CAF to their Local Authority by the specified deadline. The St Bonaventure's School Supplementary Information Form (SIF) together with photocopies of the Baptismal Certificate must be completed and returned to St. Bonaventure's by **31st October 2019**.
3. Catholic applicants will be required to support their application with a Certificate of Catholic Practice, which will confirm practice as a regular member of the Catholic faith. The Certificate of Catholic Practice can be obtained from your Parish Priest.  
This must be returned to St Bonaventure's by **31st October 2019**.
4. Non-Catholic applicants will need to obtain a Non-Catholic Faith Leader Reference Form, this will be available on the school website [www.stbons.org](http://www.stbons.org) and arrange for this to be returned to St Bonaventure's by their Faith Leader by **31st October 2019**.

**Applicants should note that unless the SIF described above has been completed and returned on time to the school, the Governors will be unable to determine the criteria and so the application will be placed under Criterion 9: "Other Applicants" by default.**

**If the Common Application Form is not completed and returned to the appropriate Education Authority as explained above the application will be invalid and the Education Authority will not offer a place in St Bonaventure's school.**

5. The Admissions Authority of St Bonaventure's will inform parents of the outcome of the determination of applications following an admissions meeting held in December 2019. This letter will inform applicants of the criterion in which their application has been placed. This will not be an offer of a place at St Bonaventure's.
6. Parents will be advised of the outcome of their application by Pupil Services Section (not the school) on **1<sup>st</sup> March 2020 National Offer Day**. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.
7. Parents wishing to Appeal must do so in writing 20 days after they have received confirmation of their offer from Pupil Services.

## APPEALS PROCEDURE

Parents may appeal against the decision of the Governors to offer their son a place, in the first instance by writing to the Chair of Governors (Admissions Appeals) c/o the school within 20 days, stating the grounds for the appeal.

- The appeal will be heard by an independent appeal panel, which will be made up of three people, none of whom have any connection with the school and one of whom will be a lay person. The lay person is someone who is aware of educational issues but is not directly involved with it.
- The Appeals Panel will accept representation from any interested parties in writing or in person at the appeal hearing.
- The names of unsuccessful candidates will be placed onto the waiting list, which will be organised in accordance with St Bonaventure's Admissions Criteria.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The 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.

This Waiting List will be updated on a termly basis.

Applicants that wish to remain on the waiting list must contact the school at the start of each new term.

### **SEND Applications**

The admission of students with an Education, Health Care (EHC) Plan is dealt with by a completely separate procedure.

Any applicant that has an EHC Plan and places St Bonaventure's as their highest preference for secondary education will automatically be allocated a place in Year 7, even if this means that the Governing Body will admit beyond the Published Admission Number.

## **Explanation Of Terms Used In The Over-Subscription Criteria**

**‘Adopted’** subject to an adoption order as described in section 46 of the Adoption and Children act 2002 or Section 12 of the Adoption Act 1976.

**‘Looked after child’** A child in care is defined as a child who is in the care of a local authority or provided with accommodation by that authority. This can also mean a kinship arrangement which has been facilitated by the local authority.

**‘Previously Looked After’** means a child has a special guardianship order appointing one or more individuals to be their special guardian(s), under section 14A of the Children Act 1989, a child arrangement/residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 or an adoption order under section 46 of the Adoption and Children act 2002 or Section 12 of the 1976 Adoption Act.

**‘Catholic’** means a member of the 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.

**‘Practicing Catholic’** – it is the role of a priest to determine whether applicants meet the criteria for qualification as practicing Catholic families. The definition of a practicing Catholic is defined by ‘Canon Law’ which states that the faithful are obliged to participate in Sunday Mass and Holy Days. Ref: [http://www.vatican.va/archive/ENGL1104/\\_P4N.HTM](http://www.vatican.va/archive/ENGL1104/_P4N.HTM). It is up to the applicant to identify and approach a priest who will complete the standard diocesan reference which is obtained from your parish priest or your ethnic chaplain. If you attend mass outside of the Newham Deanery please obtain the Priest reference from a Catholic Church in Newham.

**‘Sibling’** - each of two or more children or offspring having one or both parents in common, or by adoption, who is resident at the same address as the child for whom a place is being sought..

**‘Brother’** - A brother includes a half-brother, or by adoption who is resident at the same address at the school as the child for whom a place is being sought.

**‘Catechumen’** means a member of the catechumenate of a Catholic Church preparing for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

**‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Christian Church. The list of churches recognised as belonging to the Eastern Christian Churches can be found on the school website [www.stbons.org](http://www.stbons.org).

**‘Churches Together In England’** – CTE is a national body set up in 1990. CTE is a visible sign of the Churches' commitment as they seek a deepening of their communion with Christ and with one another, and proclaim the Gospel together by common witness and service. Its strength comes from people from different traditions finding new ways to work and worship together. A list of member churches belonging to CTE can be found on the website [http://www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

**‘Deanery Boundaries’** - For the purposes of this policy, deanery boundaries as laid down by the Diocese of Brentwood) are as shown on the map in the school reception.