BELLERIVE FCJ CATHOLIC COLLEGE

ADMISSIONS POLICY AND CRITERIA FOR 2027-2028

Bellerive FCJ Catholic College is a Catholic School for girls. It is an Academy in the FCJ Educational Trust. Religious education and worship is at the heart of the school and its curriculum. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential, therefore, that the Catholic character of the school's education be fully supported by all families in the school. Consequently, all applicants are expected to 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.

Year 6/7 Transfer

The academy company is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (excluding admission to year 12). The admission authority has set the school's Published Admissions Number ("PAN") at 150 pupils to year 7 in the school year which begins in September, 2027.

Procedures for Making an Application to the School for Entry in Year 7

The following forms need to be completed and returned to the appropriate place:

1. The Local Authority Application Form – This is available on the website of the Local Authority in which t he family is resident. (The Statutory deadline for receipt by the Local Authority is 31st October 2026).
2. Bellerive Supplementary Information Form – you must enter Bellerive FCJ Catholic College as a preference on your Local Authority Application Form AND submit the Bellerive Supplementary Information form. This can be completed via a Microsoft Form link on the school website (https://www.bellerivefcj.org/admissions). Proof of Baptism/faith should also be sent to the Admissions Officer via contactus@bellerivefcj.org or posted FAO Admissions Officer, Bellerive FCJ Catholic College, 1 Aigburth Drive, Liverpool, L17 3AA by 31st October 2026 together with all supporting documentation.

If the Governing Board makes an allocation of a place on the basis of fraudulent and intentionally misleading information, that place will be withdrawn.

Late Applications

Applications that are received late will not be considered until after the initial offers have been made on 1st March 2027. Applications that are incomplete will be ranked according to the information submitted i.e. if you do not submit the SIF and all supporting documentation on time, the admissions authority will rank your application according to the information given on the Common Application Form (CAF) and this may affect your daughter's chance of being offered a place at the school.

Application Criteria

The Governing Board has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out below without reference to the ability or aptitude of the child.

1. Roman Catholic 'looked after' and previously 'looked after' girls. Proof of baptism will be required. Date of Baptism must be before the closing date for applications.

2. Baptised Catholic girls living in **any** parish who attend a Catholic Primary School. Proof of baptism will be required. Date of Baptism must be before the closing date for applications.

3. Baptised Catholic girls living in **any** parish who do not attend a Catholic Primary School. Proof of baptism will be required. Date of Baptism must be before the closing date for applications.

4. Baptised girls who are members of Eastern Christian Churches including Orthodox Churches, (see note 1). Proof of baptism (or membership) of the specific church will be required. Date of Baptism must be before the closing date for applications.

5. Other 'looked after' and previously 'looked after' girls.

6. Girls of families who are members of other Christian denominations who have expressed a preference for a faith school. Proof of baptism (or dedication) and of religious commitment provided by a priest or minister, where the family worship, will be required. The Governors have defined 'Christian Church' as being any church in membership of, or sharing the statement of belief, (the Basis) of, Churches together in England.

7. Children of other faiths supported by a letter from a minister/religious leader, showing membership of the faith community.

8. Any other girls not included in the previous categories whose parents have expressed a preference for them to be educated in a Catholic School. Such applications maybe supported by documentary evidence of parents' choice.

Oversubscription

Where the offer of places to all the girls in any of the categories listed above would lead to oversubscription the following criteria will be applied:

- Prospective pupils with a sister in the school, at the date of admission; sister includes half-sister or, adopted sister, step-sister or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- For categories 2, 3 and 4 above. Girls from the Pastoral Areas will normally, be offered places, (see note 2). In the event of it being necessary to choose between applicants; girls in contributory parishes will be given priority, (see note 3), and then girls will be taken in equal numbers from each of the pastoral areas. In the event of it being necessary to choose between applicants, priority will be given to those (within each pastoral area) living nearest to the school, (see note 4). The distance by road from the pupil's home address to the Main entrance of the school will be used. Distance as measured and provided by the Local Authority.

- For categories 6, 7 and 8. Girls will be taken in equal numbers from each of the pastoral areas. In the event of it being necessary to choose between applicants, priority will be given to those (within each pastoral area) living nearest to the school, (see note 4). The distance by road to the Main entrance of the school. Distance as measured and provided by the Local Authority.

Right of Appeal

Applicants who are not offered a place at Bellerive FCJ Catholic College have a right of appeal to an Independent Appeals Panel. The appeal will be heard in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department of Education 1 February 2012.

Request for admission outside of the normal age group

Parents have the right to request that their child is admitted outside of the normal age. In the event that you wish to make such a request please contact the Clerk to Governors with a written request including the following information:

1. the normal age group that the pupil would be admitted to (e.g. Year 7) and the year group which you are requesting your child be admitted to;
2. the reason(s) for your request;
3. your views on why the admission outside of the normal year group should be made;
4. information and evidence about your child's academic, social and emotional development as supported by professionals;
5. confirmation as to whether your child has been educated outside of the normal age group previously; and
6. if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

The Headteacher will be given the opportunity to consider the information and, along with your application, submit the information to the Governors' Admissions Committee to make a determination. If the request for a deferred entry is not made within the normal admissions round and is refused by the Admission Committee, whereby you are not offered a place for your child in the normal age group, then Parents will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and Governors agree that an admission outside of the normal age group is acceptable, then the application will be processed in accordance with that admissions scheme as coordinated by the Liverpool City Council and will still be subject to our oversubscription criteria. A grant of the application does not receive any priority under our oversubscription criteria. If the application is rejected by Governors Admissions Committee during the normal admissions round, then the application for a place at Bellerive will still be subject to our oversubscription criteria but for admission into the normal age group.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable or hard to place in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

Admissions at Year 12 and 13 (Sixth Form)

The school operates a sixth form with places reserved for the school's own students who fulfil the entry criteria. The school also welcomes applications from girls from other institutions, supportive of the Catholic Ethos of the school regardless of their own personal faith. Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form as stipulated on our school website. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually on the school's website.

Applications must be made on the Sixth Form Application Form available from the school and on the school website. The offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs.

If there are more external applicants than places available at the school, the school oversubscription criteria will apply in accordance with the criteria for admission for Yr. 7.

Criteria for In-Year Admissions

In-Year Admissions

The admissions process for Years 7-11 will be managed by the Admission Authority. All in-year applications for a school place must be made to the Local Authority on their online in-year application form. Supplementary Information forms must be returned to the school. The Local Authority will inform the school of the application and School will inform the Local Authority of the outcome.

In-Year Waiting list

In-year waiting lists will be managed by the school in accordance with published admission criteria. In-year waiting lists will be held until the end of the academic year.

In-year appeals

Applicants who are not offered a place at Bellerive FCJ Catholic College have a right of appeal to an Independent Appeals Panel. The appeal will be heard in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department of Education 1 February 2012.

Review and Monitoring

This policy will be monitored and reviewed annually by a committee of Governors. The review will take place following the completion of each admissions process.

NOTES

1. **Eastern Christian Churches**

   Russian Orthodox Church
   Council of Oriental Orthodox Christian Churches
   Greek Orthodox Church

2. **Pastoral Areas (Also known as Families of Parishes)**

Pastoral Areas	Church	Postcode
Liverpool Central	All Saints, St Sylvester, St Francis Xavier, St John the Evangelist, St Michael & Sacred Heart, Metropolitan Cathedral, Blessed Sacrament Shrine, Royal Liverpool Hospital, University Chaplaincy, Our Lady of Mount Carmel & St Patrick, St Anne & St Bernard, St Vincent de Paul	L1, L2, L3, L4, L5, L6, L7, L8,
Liverpool North	Blessed Sacrament, Holy Name, Our Lady & St Philomena, Our Lady Queen of Martyrs & St Swithin, St Mathew, St Teresa of the Child Jesus, St Cecilia, St Oswald King & Martyr, St Sebastian, St Margaret Mary, St Paul, St Timothy	L9, L10, L11, L12, L13, L14
Liverpool South	Christ the King & Our Lady, Our Lady of the Assumption, Our Lady of the Annunciation (Bishop Eton), St John Vianney, St Mary (Woolton), St Ambrose, St Anthony of Padua, St Charles &St Thomas More, St Christopher, St Clare & St Hugh, St Wilfrid	L15, L16, L17, L18, L19, L24, L25, L26
Knowsley	St Joseph & St Laurence, St Mary Mother of God, St Michael & All Angels, Ss Peter & Paul, St Agnes & St Aidan, St Albert the Great, St Aloysius, St Columba & St John Fisher, St Dominic, Our Lady Help of Christians, Our Lady Immaculate & St Joseph, St Luke the Evangelist	L27, L28, L32, L33, L34, L35, L36
Sefton North	Holy Family (Ince Blundell), Our Lady of Compassion, Our Lady of Victories, Sacred Heart & St John Stone, Holy Family, Our Lady of Lourdes & St Joseph, St Marie on the Sands, St Patrick, St Teresa of Avila	L37, L38, PR8, PR9
Sefton South	St Helen, St Joseph (Blundellsands), St Mary (Little Crosby), St William of York, St Oscar Romero, Ss Peter & Paul, *Irenaeus Project,* St Francis de Sales, St James, St Monica & St Richard	L20, L21, L22, L23, L29,
Sefton Inland	Our Lady & the English Martyrs, Our Lady of Walsingham, St Benet, St Elizabeth of Hungary, St Robert Bellarmine, Holy Rosary, St Catherine of Alexandria, St George, St Mary & St Kentigern	L30, L31, L39

3. Contributory Parishes

Our Lady of Mount Carmel (incorporating the former St Finbar's parish), St Anne and St Bernard, St Patrick, St Clare and St Hugh, Metropolitan Cathedral of Christ the King.

(There **will** be places available for children from other parishes).

4. Place of Residence

A girl's ordinary place of residence will be deemed to be a residential property at which the persons with parental responsibility for the girl resides at the closing date for receiving applications for admissions to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the girl's ordinary place of residence will be deemed to be that property at which the girl resides for the greater part of the week, including weekends. Where there is doubt the address in which child benefit is registered will be used.