



# Blessed George Napier Catholic School and Sixth Form

Compassion

Respect

Truth

Service

Forgiveness



Prospectus 2022-2023

# Welcome



Dear Parent/Guardian

**A warm welcome to Blessed George Napier Catholic School and Sixth Form, an academy within The Pope Francis Catholic Multi Academy Company.**

We are a Catholic school and, as such, we are deeply aware of the unique nature of each individual and the purpose that each one of us has in bringing about the Kingdom of God. Providing a first class education for all our pupils, so that they can use their talents and skills for the good of others, is very much part of our Christian mission.

In our last inspection, Ofsted commented: ***“The nurturing environment created by leaders encourages this inclusive and positive atmosphere: pupils say ‘we get on well’”***. In the same report Ofsted stated: ***“Senior leaders demonstrate full and passionate commitment to the values on which the school is founded. They want the best for every pupil and seek to promote the well-being of all”***. Our last Diocesan Inspection stated: ***“The overall effectiveness of the school in developing students’ experience of the richness of the Catholic way of life is outstanding... Students are encouraged to develop their considerable gifts and talents and to be of service to others. This aspect of school life is often inspirational... Pupils speak very highly of all the staff who are approachable and compassionate... Students receive outstanding support that ensures the vast majority of them make excellent progress and reach their potential”***.

We have had excellent A Level results again this year, with a large proportion of students achieving their first choice university place. We are delighted that all who left the Sixth Form went into education, employment or training and many are now attending Russell Group universities and some of the most prestigious academic institutions in the country. They are a credit to themselves, their families and BGN.

We have a history of strong GCSE results at BGN, achieving some of the highest progress grades in Oxfordshire in 2019, which was the last year available for GCSE progress data nationally. In 2021, our students have excelled once again, and we are delighted with their success. Given all the difficulties which staff and students have experienced over the past two years with the disruption to learning, pupils have shown great resilience and determination and we are sure they will continue to do well in their future studies.

At BGN, we recognise that academic success is only part of the picture and we are delighted to reintroduce our varied extra-curricular activities as restrictions slowly lift. BGN is a thriving school where laughter is often heard and respect for each individual is regularly demonstrated. Our Catholic faith is the source from which we draw our strength and the root of all our success.

May God continue to bless this very special school.

Niamh Dolan  
Principal

Paul Concannon  
Chair of the Board of Directors

# WHO WAS BLESSED GEORGE NAPIER?

## ***THE PATRON OF OUR SCHOOL***

George Napier was born in the Old Manor House, Holywell, just outside the walls of Oxford City around the year 1548.

In 1568 George Napier opposed Queen Elizabeth's nomination of a renegade Catholic as President of the College.

The Queen forced the College to elect her candidate and expelled George Napier and his friends.

He returned to Holywell. With his brother William he built a house on some property they owned in Cowley as a place of shelter for priests.

In 1580 he was arrested with three other Laymen and St. Ralph Sherwin. We do not know how long he remained in prison for his Faith.

As soon as he was free, he went across to France to the English College at Douai to continue his studies for the Priesthood and was ordained at the age of forty eight.

On the death of Elizabeth in 1603 he returned to Oxford, living at Holywell Manor and at Temple Cowley.

For another seven years he was able to work as a Missionary Priest, saying Mass, hearing Confessions, and administering the other Sacraments to the Catholics in the area.

On 9<sup>th</sup> July 1610, while carrying Holy Communion to a sick person, he was arrested in the village of Kirtlington in Oxfordshire and brought before the Justice of the Peace at Heyford. Some months later he was moved to Oxford Castle.

At the Autumn Assizes he was condemned to death, to be hanged, drawn and quartered because he was a Priest.

The ceramic plaque on the outside wall of the school tells his story and celebrates his memory. It was blessed by Maurice Couve de Murville, the Seventh Archbishop of Birmingham on Wednesday, 2<sup>nd</sup> September 1992. The ceramic artist was Mr A. R. Pope of Wolverhampton.



# WHO ARE WE AT BLESSED GEORGE NAPIER SCHOOL?

***‘Blessed George Napier School is a proudly Catholic School which self-confidently proclaims its values and ethos.’  
Ofsted June 2017***

At BGN we are committed to developing every child in the unique image of God. Students are encouraged to take part in the many opportunities provided for them, as well as being fully supported in their academic studies. Our whole staff care about each child. We both nurture and challenge all of our students to be the people God wants them to be.

Our most recent Ofsted report stated that *‘The school makes an exceptional contribution to pupils’ personal, spiritual, moral, social and cultural development.’*



Year 10 Soli House Spiritual Retreat

Our school community is built on the Gospel Values of Compassion, Respect, Truth, Service, and Forgiveness. We have high expectations and the behaviour of our students is outstanding.

We take the safeguarding of all students extremely seriously and are highly effective at doing so. We work closely with outside agencies and invite guest speakers into school to ensure students recognise how to keep themselves safe and healthy.



# EVERY CHILD MATTERS AT BLESSED GEORGE NAPIER SCHOOL

We work to promote a culture of learning and positive behaviour in lessons and around school. We aim to create a harmonious learning environment where teachers are permitted to establish a classroom environment which facilitates personalised, outstanding learning experiences for each child and in which each child feels safe.

As our students progress through the school and grow in maturity, we support them in developing into resilient, reflective and compassionate young people, confident in making the decisions and choices that will allow them to fulfil their potential.

We aim to focus on the positive of any situation rather than the negative and to be compassionate to the needs of our young people, developing a positive relationship with them and seeing Jesus in every child. While the term 'pastoral care' relates to the caring focus of all teachers, our pastoral team are those members of staff whose job it is to support our students and staff in this pursuit and their pastoral care is the supportive process that operates to this end.

On a day-to-day basis the Form Tutors take responsibility for each member of their form. Through this contact a relationship is built which is based on mutual trust and confidence. The Form Tutors also liaise with Head of Year and, of course, parents as the need arises. There is also a Pastoral Support Team for each of the Key Stages as well as an Attendance Officer. On occasions it may be necessary to involve other agencies such as the School Nurse, the Adviza assistant or the School Police Liaison Officer to provide the best opportunities, support and guidance for each student.



## ***AT BLESSED GEORGE NAPIER SCHOOL EACH STUDENT PROMISES TO:***

- Demonstrate **compassion** for those around me by acting in a way that allows them to be and to become the people they were created to be
- **Respect** those around me in what I do and in what I say
- **Respect** the environment around me by ensuring that it is always left as I would like to find it
- Speak **truthfully** and honestly about what has happened and take responsibility for my actions
- Act lovingly in a way that **serves** others in our school community
- **Forgive** those who have wronged me

## ***PRAISE IS IMPORTANT***

We want our students to feel proud of themselves and the school through their achievement. At BGN we acknowledge that positive recognition of students encourages appropriate behaviour, increases self-esteem, creates a positive learning environment, and establishes positive relationships within the classroom.



**BGN Prizegiving Evening**

# ***WHAT REWARDS HAVE WE IN PLACE AT BLESSED GEORGE NAPIER SCHOOL?***

## **Celebration Assemblies:**

Each term we will dedicate an assembly to celebrating the achievements of our students.

## **Principal Certificates:**

Students are recommended for Principal certificates for exceptional work, effort or actions.

## **House Points:**

We award House Points to our students to recognise outstanding academic achievement, effort or contribution to our school ethos. The purpose of the use of House Points at BGN is to engage, inspire and motivate students to enhance academic achievement, personal development and social responsibility.

In addition to these rewards, all school staff are also encouraged to support excellent behaviours for learning, attitudes to learning, personal development and our school ethos by contacting home through letters, phone calls, notes in planners etc. as they see fit.

## **E Praise:**

Our exciting new electronic reward system began in September 2018, with all students having the opportunity to be recognised for a variety of reasons.

# ***PUNCTUALITY AND ATTENDANCE***

Punctuality and good attendance are essential if students are to fully benefit from their education. All students are expected to attend for more than 96% of each school year. This is the national expectation for all students. We continue our high expectations of all of our students to ensure they maximise their full potential.

# ***SCHOOL UNIFORM***

Blessed George Napier School uniform is compulsory for all students in Years 7 - 11. All items of clothing must be named. The uniform is:

- All:**
- Plain navy or black top coat - **no logos**
  - Navy blue blazer with BGN badge
  - Navy 'V' neck jumper with BGN badge
  - No other top should be worn with school uniform**
  - Black substantial shoes with heel **no higher than 25mm/1 inch. No material shoes, trainers, canvas or ballet shoes. No logos on any shoes.**
  - A plain navy or black scarf may be worn
- Boys:**
- Plain white shirt with collar large enough to allow the top button to be fastened. The top button must be fastened at all times.
  - BGN tie which should be fastened allowing at least 12 stripes to be shown
  - Grey** trousers, **not** black
  - Plain dark socks
- Girls:**
- Blue and white check reverse neck blouse
  - Navy pleated skirt with the BGN logo on, no more than three inches above or below the knee
  - Navy** tailored trousers
  - Plain navy or black tights, or plain navy or black ankle socks only

*A high standard of personal appearance is expected of all students and anyone arriving at school in non-uniform clothing may expect to be sent home to get changed.*

- No body or facial piercings are permitted whatsoever, covering of such with plasters is not sufficient - **studs, rings etc may not be worn in school time.** One small stud, worn at the bottom of each ear, a small crucifix on a chain and a watch are the **only** permitted items of jewellery. These items will have to be removed for PE.
- Hair colour and style must be appropriate for school with no tram lines cut into the style. Hair must not be dyed in any unnatural colours.
- Make-up, including nail varnish and acrylic nails, is not permitted in school (Years 7 - 11).
- Coats and other outdoor clothing may not be worn in school.
- Boots may not be worn in school (Years 7 - 11).



# PE KIT

## Boys

Navy and gold rugby shirt  
Navy blue shorts  
Navy blue football socks with gold hoops  
Football boots  
Training shoes

## Optional

Navy blue hooded sweatshirt with BGN crest  
BGN navy blue tracksuit bottoms  
Navy, gold and white polo shirt  
Running spikes

## Girls

Navy blue short-sleeved polo shirt with school crest  
Navy blue shorts, skirt or skorts with BGN badge  
Navy blue socks with gold hoops  
Training shoes

## Optional

Navy blue hooded sweatshirt with BGN crest  
BGN navy blue tracksuit bottoms  
Football boots  
Running spikes

*Please note that anyone arriving in non-uniform clothing may expect to be sent home to get changed. Similarly, anybody not having the right equipment may expect to be sent home to get it.*

# EQUIPMENT

Every student is expected to provide the following basic items of equipment for every lesson:

- Black ballpoint pen (and a spare)
- Coloured pencils/fine fibre tips
- Pair of compasses
- Calculator
- Rough notebook/jotter
- Pencil
- Pencil eraser
- Pencil sharpener
- Ruler 12"/30 cm
- Protractor
- Set square

Tippex/liquid paper is not allowed in school and must not be used in any school work. [Laser pens/pointers are also not allowed in school at any time.](#)

Textbooks and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.

*[If items are clearly labelled they will be returned to students.](#)*

Our school uniform is available from:

Cross Embroidery Limited  
Units 5-6 Lower Cherwell Street  
Banbury  
OX16 5AY  
Tel: 01295 270555  
Email: [sales@crossembroidery.com](mailto:sales@crossembroidery.com)

Opening Hours:

9.00 am – 5.00 pm Monday - Friday  
9.30 am – 1.30 pm Saturday

# ***SUPPORT FOR STUDENTS***

## **The Learning Base**

The Learning Base is divided into four areas allowing us to facilitate students with specific needs.

- One of these rooms is the English as an Additional Language (EAL) area which is dedicated to teach and support students to develop their understanding and vocabulary in English and other languages.
- There is also a dedicated area used for small group interventions. Various resources are used to provide learning and to develop both social skills and independence. We have a variety of resources to use which includes an interactive whiteboard for students to be more involved in their learning. Computer based software is also available for more independent work that enhances literacy and numeracy skills. ICT provision is available for students with specific learning needs which can be used in certain lessons.



- A further room is available for small group teaching and one to one learning support. In addition to this, assessments take place to provide exam access arrangements.
- It is important for students to reflect on specific issues and behaviours and we are fortunate enough to be able to have a room to facilitate this before they return to timetabled lessons.
- Students are held on our SEND Inclusion Register at two levels; Education, Health and Care Plan and Special Educational Needs Support. Monitoring of the progress of these students is reviewed at regular intervals by the SENCO.

# ***LEARNING BEYOND THE CLASSROOM***

Our Learning Resource Centre is located in the main school building to enable access for students, staff, and community groups. It has been attractively designed to promote the use of our IT facilities, reference books, fiction, and careers resources. In addition, we have DVDs, magazines and newspapers for students to use.

We aim to facilitate study and research. Learning skills are actively supported and developed through the curriculum and the resources available.

Careers resources are available for independent research and are linked to programmes on the computer system for instance Kudos, Launchpad and Careerscape. Careers interviews by our “ADVIZA” Careers Advisor are available. UCAS and university prospectus information is updated each year.

In addition to providing space and resources for private study, the LRC also runs a range of activities designed to enhance and widen students’ learning experience. These include Film Club, a BGN Book Club, various literacy-based competitions, chess tournaments, and interactive displays relevant to the curriculum and to the Catholic year.



# ***EXAMINATIONS AND ASSESSMENT***

Examinations and continuous assessment obviously play an important part in the academic careers of our students. They support us in measuring progress and, ultimately, reflect students' ability.

At BGN, students' ability and potential are measured early in Year 7 by the Cognitive Ability Tests (CATS). KS2 test results are used to predict students' achievement at the end of KS4 as they inform the FFT (Fischer Family Trust) Data which we use across all year groups to track and predict students' progress. Formal assessments are carried out with all students and their progress is reported on to parents in a Progress Report. All years sit end of year exams. Assessments help to inform our teaching and support for students.

For further information about superb exam results, please go to our website.

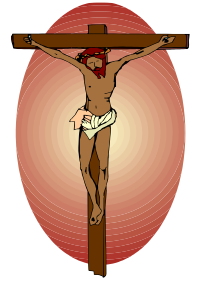
## ***CATERING***

At Blessed George Napier School we have a very good award winning in-house catering service managed by Christina Hale and her team and they produce wonderful food that is very popular with students and staff.

We operate a cashless catering system which means students do not need to bring dinner money into school. Parents use our e-payment system via a secure website called ParentPay to make online payments at their convenience. In school the students use a finger recognition system that links to ParentPay enabling parents to monitor what food their child has purchased at school.



# YOUR LIFE AT BLESSED GEORGE NAPIER SCHOOL



## **RELIGIOUS EDUCATION AND SPIRITUAL DEVELOPMENT**

BGN is a Roman Catholic School which aims to be an extension of the Christian home to help parents bring up their children in the Christian tradition. Our religious ethos can be found across the whole school curriculum.

Religious Education, as a subject, is taught throughout the school and all students are entered for public examinations at Key Stage 4. In addition, the school has an excellent record of achievement at A Level Religious Studies where it is studied as "Theology, Philosophy and Ethics". At Post 16 we follow the Edexcel Level 3 Award in the Extended Project which has a distinctive religious focus, examining the Catholic Church's teaching on various ethical issues.



Religious Education is based on Scripture, Doctrine, Liturgy and Life Experience as the means whereby we discover how best to "love God and love our neighbour". The aim is to help each person to deepen his/her awareness of Christ and His Church, thereby developing an ever maturing realisation of his/her vocation. Parents are encouraged to discuss the religious educational progress of their children with the Head of RE, Miss Rachel Smith, or with the individual RE teacher concerned. Spiritual development of students does not begin and end in RE lessons but is integral to the whole school and so we offer a range of religious experiences outside the curriculum. There are residential retreats to Alton Castle in Staffordshire, and the yearly

Diocesan Pilgrimage to Lourdes. There are also day retreats in school and visits to places of historical and religious interest, for example Harvington Hall.

We celebrate mass as a school community at the beginning of the year and on the Church's named Holy Days. The School Carol Service takes place at St John's Church, Banbury. As a School Community we attempt to reach out not only to the parish but also to the local community, holding a party for Senior Citizens every Christmas and supporting local and national charities e.g. Father Hudson's Homes, CAFOD, Shelter, and LEPR.

The Pope has said that parents are the first and best educators of their children and this is particularly so in the field of Sex and Relationships Education. In school we endeavour to support the work of the home and ensure that sex education is firmly situated within the teaching of the Catholic Church.



# ***CURRICULUM***

We have a broad and balanced curriculum from Year 7 through to Year 13. We ensure that the curriculum pathway a student takes gives them every opportunity to succeed. Students take their Key Stage 4 options during Year 9, to begin in Year 10.

## **Our Curriculum 2021/2022**

<b>Year 7</b>	<b>Year 8 and Year 9</b>	<b>Year 10 and Year 11</b>	<b>Year 12 and Year 13</b>
Religious Education Art Computing Design and Technology English French Geography History Maths Music PE PSHE Science	Religious Education Art Computing Design and Technology English French Geography History Maths Music PE PSHE Science Spanish Polish	Core Religious Education English Maths Science PE  3 Options from Art Business Childcare Computer Science Construction Design and Technology Drama French Geography History I Media Music PE Photography Polish Spanish Statistics Textiles	Core Religious Education  3 Options from  Art Biology Business Chemistry Drama English Language English Literature French Further Maths Geography History Health & Social Care ICT Maths PE Photography Physics Polish Psychology Spanish Travel and Tourism  Additional Resit Maths GCSE Resit English GCSE Extended Project

## **Our Extra Curricular Activities**

### **School Trips**

#### **Lower School**

- Year 7 Residential Retreat to Alton Castle
- Year 8 Residential Visit to Glasbury
- Year 9 Bletchley Park
- Year 10 Residential Retreat to Soli, Staffordshire
- Year 10 Residential GCSE Geography, Swanage, to Support GCSE Coursework

## Upper School

- Duke of Edinburgh Bronze, Silver and Gold Award Expeditions including Year 10 Students
- Art Visits to Various Art galleries
- Drama Theatre Trips to Support AS/A2 Coursework
- Year 12 Annual Pilgrimage to Lourdes, France
- Year 12 Biology Residential to Pembrokeshire in Preparation for AS/A2 Exams
- Year 12 UCAS Convention
- Year 12/13 Psychology Conference

## Whole School

- Music Theatre Trips
- Various Residential/Trips, Subject Specific, to Various UK and European Destinations
- Ski Trip
- Conference Day Trips
- Choir Trip to Barcelona



Year 8 Residential Visit to Glasbury



Annual Pilgrimage to Lourdes



Conference Day



## ***BGN SPORT AND THE PARTNERSHIP WITH THE YOUTH TRUST***

Blessed George Napier is a former Lead Partner School of the Youth Sports Trust (YST) which is the lead body regarding all aspects of sports leadership courses, opportunities and qualifications in this country. At BGN School we have a dedicated team of PE staff working diligently to ensure that young people at BGN have outstanding opportunities to develop their leadership skills. Our young people have proven, over and over again, what incredible leaders, organisers, officials and all-round role models they are! BGN leaders are frequently found giving up their own time to organise, run and officiate at sporting events, festivals and competitions all over the North Oxfordshire Sports Partnership and beyond.

Sports Leadership is also given ample curriculum time during both Key Stage 3 and 4 Core PE. Our young people follow accredited leadership courses and are trained and prepared to lead at numerous events such as District Swimming Galas and to provide PE lessons and coaching at our local Primary Schools. Because we were a Lead Partner school, leadership opportunities for young people extend far beyond our school gates. We organise training and opportunities for young people in all our partner schools and host seminars for both students and staff so that good practice is prevalent throughout all schools in Oxfordshire. As well as discrete leadership units of work for all year groups, every lesson, for all activities, has a leadership objective.

PE and Sport are well established in BGN both in curriculum time and out of school hours. Students have opportunities to experience PE and Sport through recreational activities and competitive situations, many students going on to play club and county level sport. The school has excellent sports facilities that are now used during the evenings and at weekends by the local community and clubs and we share good sporting links with many of these groups and clubs. Every tutor group has sports captains and we have an active School Sports Council.

In addition to our partnership with the YST, we are also the Lead School and the hub site to the North Oxfordshire School Sports Partnership. The School Sports Partnership has successfully helped to raise standards and participation rates in PE and Sport across partner secondary schools and their feeder primary schools. This, together with our strong community links, high standard of work carried out by dedicated and committed staff, will help us to continue to develop the 'whole child' and improve examination results across the school.

BGN has recently been made the Oxfordshire Lead School for Inclusion (through Sport) and we work tirelessly so that the benefits of Sport and PE are available to all members of the school and into the local community.



# ***NORTH OXFORDSHIRE SCHOOL SPORT PARTNERSHIP***

**(Hosted by Blessed George Napier School)**

**Making a difference!**

**To the lives of young people in and through Physical Education and Sport**

Established in 2004, North Oxfordshire School Sport Partnership is a non-profit making organisation that works in partnership with 54 schools from across North Oxfordshire.

We have well established links with Youth Sport Trust, Cherwell District Council Recreation and Health, Oxfordshire Sports Partnership, National Governing Bodies of Sport and numerous community sports clubs and leisure providers from across the Cherwell District.

*Our overriding aim is to engage more 4 to 19 year olds in high quality Physical Education, School and Community Sport, thereby promoting excellence and lifelong participation in health promoting activity.*

We support schools and individual teachers to develop and deliver high quality PE, physical activity and school sport, deploy a team of highly motivated specialist PE Mentors and Sports Coaches to support both curricular and extra-curricular provision, organise and deliver over 250 school sports competitions and festivals each year, train, mentor and deploy young leaders as coaches, officials and team managers, and forge effective pathways for young people into community sport.

For more information please visit our website [www.northoxfordshiressp.co.uk](http://www.northoxfordshiressp.co.uk)

*The evidence is strong that healthy and active students are effective learners and that the health and wellbeing of students goes hand in hand with raising achievement.*



# THE COMMUNITY AT BLESSED GEORGE NAPIER SCHOOL

## ***FRIENDS OF BGN***

This Committee helps to consolidate the Catholic identity fostered within our school. It also helps to provide and assist in the provision of facilities for the school through fundraising activities

## ***CHARITABLE DONATIONS***

AT BGN, our values of Belief and Compassion are put in to practice with the many charitable events we have. The ideas for these fundraising activities often come from our students and are led by them.

Charitable are always extremely generous. Our main contributions have been to:

Breast Cancer  
Lourdes Fund 2020 – Trip cancelled due to COVID  
Poppy Collection (Direct to British Legion)  
CAFOD  
Fr Hudson's  
Brodey Centre, Banbury  
Readathon



Fundraising by the School Youth Choir



Senior Citizens' Christmas Party



Banbury Police "Safeguarding Children in Banbury" Initiative



# APPENDICES

## *IMPORTANT ADMISSIONS INFORMATION*

- ADMISSIONS PROCEDURE CHECKLIST
- FREQUENTLY ASKED QUESTIONS
- ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2022-2023

# ADMISSIONS PROCEDURE

## ***CHECKLIST***

### **PLEASE REMEMBER:**

- TO SUBMIT YOUR COMMON APPLICATION FORM (CAF) TO YOUR LOCAL AUTHORITY (VIA THE PRIMARY SCHOOL OR ON-LINE) BY 31<sup>ST</sup> OCTOBER 2021.

***FAILURE TO DO THIS WILL RESULT IN YOUR REQUEST BEING TREATED AS A LATE APPLICATION.***

- TO COMPLETE AND RETURN THE BGN SUPPLEMENTARY INFORMATION FORM TOGETHER WITH A COPY OF THE BAPTISM CERTIFICATE, WHERE APPLICABLE, OR LETTER OF DEDICATION OR LETTER CONFIRMING MEMBERSHIP OF THE FAITH COMMUNITY FROM A FAITH LEADER TO THE ADMISSIONS OFFICER AT BGN BY 31<sup>ST</sup> OCTOBER 2021.

***YOU NEED TO DO THIS WHETHER YOU HAVE CHOSEN BGN SCHOOL AS YOUR 1<sup>ST</sup>, 2<sup>ND</sup>, OR 3<sup>RD</sup> PREFERENCE SCHOOL. FAILURE TO SUBMIT A SUPPLEMENTARY INFORMATION FORM AND TO PROVIDE EVIDENCE OF FAITH, WHERE APPLICABLE, WILL HAVE AN EFFECT ON THE CRITERION THE APPLICATION IS RANKED IN.***

- THAT IF YOU LIVE OUTSIDE OF THE COUNTY E.G. IN NORTHAMPTONSHIRE, BUCKINGHAMSHIRE, ETC. YOU MUST ENTER BGN AS ONE OF YOUR CHOICES ON THE COMMON APPLICATION FORM (CAF)\*. YOUR LOCAL AUTHORITY WILL THEN LIAISE WITH OXFORDSHIRE LA REGARDING YOUR APPLICATION.

***FAILURE TO DO THIS WILL RESULT IN YOUR REQUEST BEING TREATED AS A LATE APPLICATION.***

***\* IF YOU WISH YOU MAY ALSO SEND A COPY TO OXFORDSHIRE LA YOURSELF TO ENSURE THAT THEY HAVE A RECORD OF YOUR APPLICATION.***

# FREQUENTLY ASKED QUESTIONS

## ➤ **When is the closing date for applications?**

The closing date for on-line applications or CAF Forms to be submitted to Oxfordshire County Council and the closing date for the Supplementary Information Form to be submitted to Blessed George Napier Catholic School is 31<sup>st</sup> October 2021.

## ➤ **I applied on time – when will I find out what school place I have been offered?**

Letters (and e-mails for on-line applications) offering school places will be dispatched 2nd Class post by Oxfordshire County Council on 1<sup>st</sup> March 2022.

## ➤ **Do I need to live in the catchment area to apply for a place at Blessed George Napier Catholic School?**

We are a faith school and do not have a catchment area as such. Everyone is welcome to apply and applications will be ranked according to our criteria for admission. We rank students applying to BGN according to categories and only take distance into account where applications exceed 150.

## ➤ **Can I only apply for a place at Blessed George Napier Catholic School if my child is a Baptised Catholic?**

Baptised Catholic children will be given priority but applications are welcomed from all faiths and will be ranked according to our criteria for admission.

## ➤ **Does putting only one preference on the CAF Form mean that I am more likely to get it?**

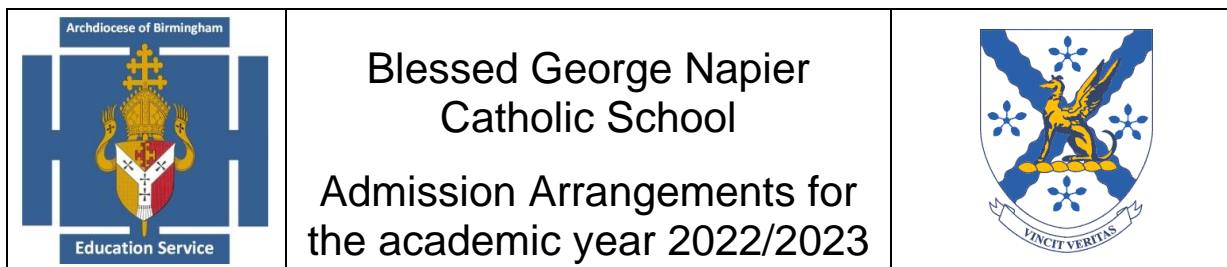
All schools are allocated on how your child meets the criteria for admission and the number of school places available. If you do not get a place in your only preference Oxfordshire County Council will offer you a place at a school with places available and this may be a long way from your home. **Therefore it is really important to put down three preferences so you maximise your chances of getting a school of your choice.**

## ➤ **Is it necessary to complete a Supplementary Information Form for the school as well as the CAF Form for Oxfordshire County Council?**

It is important that you also complete a Supplementary Information Form and to provide faith evidence where requested so that your application can be ranked according to our criteria for admission. It is important to do this whether you have chosen BGN School as your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> preference school. If this is not supplied it will have an effect on the criterion the application is ranked in.

## ➤ **Can I apply for a place at Blessed George Napier School if I do not live in Oxfordshire?**

Yes but when applying for a school place you **MUST** apply through your home Local Authority (where you are resident) who will then liaise with Oxfordshire County Council. Please remember to also complete a Supplementary Information Form for the school.



Blessed George Napier School is part of the Pope Francis Catholic MAC. The admissions authority for the school is the Board of Directors of the Pope Francis Catholic MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy of Blessed George Napier School.

The admissions process for Blessed George Napier School is part of the Oxfordshire Local Authority co-ordinated admissions scheme. To apply for a place at Blessed George Napier School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Blessed George Napier School on the application form. Applications need to be made by 31<sup>st</sup> October 2021. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1<sup>st</sup> March 2022, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The 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 its Board of Directors as part of the Catholic Church in accordance with its 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 Board of Directors has set its admission number at 142 pupils to be admitted to Year 7 in the school year which begins in September 2022. (See Note 1)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 below) attending Blessed George Napier School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year 2022/2023.

## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after children and all previously looked after children including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 3 below).
2. Baptised Catholic children (see Note 2 below) who have a sibling (see note 4) at Blessed George Napier School at the time of admission and currently attending a named feeder school (see Note 5 below).
3. Baptised Catholic children (see Note 2 below) who currently attend a named feeder school (see Note 5 below)
4. Other Baptised Catholic children (see note 2 below) who have a sibling (see Note 4) at Blessed George Napier Catholic School at the time of admission.
5. Other Baptised Catholic children (see Note 2 below)
6. Non-Catholic children who are looked after children and all previously looked after children including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 3 below).
7. Non-Catholic children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff has been employed at the school for less than two years at the time at which the application for admission to the school is made but has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Non-Catholic children who have a brother or sister at Blessed George Napier Catholic School at the time of admission.
9. Non-Catholic children currently attending a named feeder school (see note 5 below).
10. 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.
11. 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.
12. Other children.

### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation,



this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

*For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.*

### **Note 3**

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

### **Note 5**

The named feeder schools for Blessed George Napier School are:

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

### **Note 6**

Distances are calculated on the basis of the shortest designated route from the "seed point" of the child's home address and the nearest school gate to where they live. The Local Authority uses a computerised system, which measures all distances in metres and the measurement is then converted into miles. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school. A full explanation of the process of measuring distances from home to school is detailed in Annex C of the Determined Schedule of Co-Ordination for Admission available on Oxfordshire County Council's School Admissions website.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will use a computerised system to randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

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 Local Authority's Common Application Form.

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 provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 in September 2023, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2023 when applications open in the autumn term of 2022. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

### **APPEALS**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors have offered a place in the normal age group instead.

### **REPEAT APPLICATIONS**

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

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that on-time applications will be considered before late applications, except:

- If the late application can clearly be shown as being the responsibility of an admitting authority (ie, the school in this case) or the local authority; or
- If there are extenuating circumstances, for example when a sudden illness prevents the parent from submitting the application on time. Extenuating circumstances cannot be taken into account once the iterative process has begun.

Parents who need a school place for their child and have not made an on-time application, will be asked by the local authority to complete a paper form. Parents will still be required to return a Supplementary Information Form (see note 2 above) and return it directly to the school.

You are encouraged to ensure that your application is received on time.

## **CHANGE IN PREFERENCE**

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

## **WAITING LIST**

In addition to their right to appeal, children who have not been offered a place at Blessed George Napier School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2023 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children on the waiting list who attend a named feeder school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2022 will be re-ranked to take into account that they will no longer be attending that feeder school from 1<sup>st</sup> September 2022. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1<sup>st</sup> September 2022.

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

## **IN YEAR FAIR ACCESS PROTOCOL**

The Board of Directors of Blessed George Napier 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 Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number.

## **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 (IN-YEAR ADMISSIONS)**

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 places available. Applications should be made to the school by contacting Mrs Trudy Boyle, Admissions Officer, (Tel. No. 01295 264216) and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **ADMISSION TO THE SIXTH FORM**

The school operates a sixth form for a total of 140 pupils. 70 places overall will be available in Year 12. Whilst the admission number is 1, if fewer than 69 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 70.

Applications for the Sixth Form should be made directly to the school using the application form available from the school office or from the school's website. Expression of Interest Forms need to be returned by 18<sup>th</sup> December 2021. Completed application forms must be returned to the school by 31<sup>st</sup> March 2022.

We offer three pathways at Key Stage 5 and both internal and external pupils will be expected to have met the same minimum academic entry requirements. Course requirements are published annually on the school's website.

#### Pathway 1

Students choose three A Levels to take over two years and student progress will be monitored by rigorous internal exams at the end of Year 12.

The entry requirements for this pathway are at least 5 GCSEs at Grade 5 or above and Maths and English at Grade 4 or above. Please note that most subjects taken at A Level will require a Grade 6 or above in that subject at GCSE. Details of our minimum entry requirements for each subject are published on the school's website at [www.bgn.oxon.sch.uk](http://www.bgn.oxon.sch.uk)

#### Pathway 2

We offer three Vocational qualifications. This pathway also offers the chance to re-sit Maths and/or English GCSE if you do not achieve Grade 4.

The entry requirements for this pathway are an average GCSE point score of Grade 5 or above.

#### Pathway 3

It is possible to study a blended mix of Academic A Levels and Vocational Level 3 qualification. Entry requirements vary according to the subjects.

#### The Extended Project Qualification

All students will be expected to complete the Extended Project Qualification as part of our commitment to continuing Religious Education Post 16.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, ie where there are fewer than 70 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending Blessed George Napier School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

1. Baptised Catholic children (see Note 2 above) who are looked after or previously looked after (see Note 3 above)
2. Other Baptised Catholic children (see Note 2 above)
3. Non-Catholic children who are looked after or previously looked after (see Note 3 above)
4. Other Non-Catholic children.



## 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. 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 of Catholic schools and Boards of Directors of Catholic 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 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.)*

*For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.*

# MISSION STATEMENT

**Blessed George Napier is a Catholic School and Sixth Form which seeks to appreciate and develop the talents of each individual.**

**Inspired by the life of Christ and his teaching, Blessed George Napier, in active partnership with home, parish and the wider community, endeavours to prepare its members to face the future with confidence and take up the challenge of the Gospel.**



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**Opening the doors to a lifetime of opportunities**