



Blessed George Napier Catholic School and Sixth Form

Compassion

Respect

Truth

Service

Forgiveness



Prospectus 2024

Mission Statement

BGN is a Catholic School which seeks to appreciate and develop the talents and skills of each individual. Inspired by the life of Christ and his teaching BGN School, in active partnership with home, parish and the wider community, endeavours to prepare our students to face the future with confidence and to take up the challenge of the Gospel.

Our Catholic faith teaches us that every human being is unique and loved, each with their own individual gifts and talents. There is nothing more rewarding than to see our young people develop their skills and grow in confidence as they prepare to take their next steps in life when they leave us. We hope and believe they will always keep a little part of BGN in their hearts.

Putting 'Christ at the centre' means coming together in prayer - daily for morning prayer, weekly for our whole school and year group assemblies and form masses, and at regular times throughout the year for whole school masses. These are occasions where pupils and staff celebrate together and are always joyful.

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 are a successful school, with many experienced teachers who have the highest aspirations for every student. Nationally published data shows that our GCSE results have consistently been well above the national average. In 2023 74% of our students achieved at least Grade 4 in both English and Maths and 52% achieved at least Grade 5 in both subjects at GCSE. Our students thrive because they are 'known, valued, challenged, and supported'.

We are very proud of the success of our Sixth Form students. We offer a wide variety of subjects at A Level and our retention rate is well above the national and county average. This year our students have gone on to study at university in subjects as varied as medicine, teaching, law, physics, automotive engineering and fashion. We increasingly have students who apply for higher level apprenticeships. As a result of the support we offer, 85% of our students progress from the Sixth Form onto Higher Education or training. This is well above the Local Authority average of 63% and almost a third of students choose to study at Russell Group Universities [the Local Authority average is 15%].

There are numerous opportunities for students to take part in extra-curricular activities. We have a wide variety of sports clubs and run the North Oxfordshire Schools Sports Partnership, giving our students the opportunity to become sports leaders where they learn to organise and lead events for younger students from our local primary schools. We have an active Duke of Edinburgh programme and our students support and take part in many charity events. We are aiming to gain the Cafod 'Live Simply Award', which encourages students to think carefully about how we can reduce our impact on the environment. For those who like music, we have our wonderful youth choir who have been on tour abroad, and our Drama department who perform various genres of production; our most recent being 'Anything Goes'. We also hold a Christmas concert and a very popular end of term talent show which is organised by our

Pupil Leadership Team. A highlight of the Sixth Form experience at BGN is the annual pilgrimage to Lourdes. This happens in the May half-term where our students help care for pilgrims from parishes across the Diocese.

We have a very experienced and dedicated pastoral team who work to support all our students to become confident young people.

Ofsted commented: *“Pupils are keen to be part of this thoughtful and inclusive school enjoying learning and showing kindness are part of everyday life... Pupils talk positively about the support provided for their physical and mental well-being and study an ambitious curriculum”.* [OFSTED, November 2022]

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.

Ms Niamh Dolan - Headteacher

Mr Fraser Long - Catholic Senior Executive Leader

Mr Paul Concannon - Chair of 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 9th 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, 2nd September 1992. The ceramic artist was Mr A. R. Pope of Wolverhampton.



WHO ARE WE AT BLESSED GEORGE NAPIER SCHOOL?

‘Pupils are keen to describe what it means to be part of this thoughtful and inclusive school’ Ofsted November 2022

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.



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.

Headteacher 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.



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Uniform and Equipment List Commencing September 2023

BGN uniform is compulsory for all pupils 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 – no other top should be worn with school uniform
- Navy 'V' neck jumper with BGN badge
- Black substantial shoes with heel no higher than 25mm/one 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 tailored trousers, not black [no chinos and no combat style trousers]
- Navy or black 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 [no chinos and no combat style trousers]
- Plain navy or black tights, or plain navy or black ankle socks only

General

- 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. If hair is braided or plaited, then any additions/extensions should also be of a natural hair colour
- Make-up, including nail varnish and acrylic nails, is not permitted in school [Years 7-11]
- Coats and 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

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
- School planner

NB: If you do bring scissors into school, they should be round-ended

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 pupils

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

Website: www.crossembroidery.com

Please refer to the website for the latest information regarding booking appointments for new starter uniforms.

Opening hours: 9 am – 5 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 EClips, 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, maths 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.

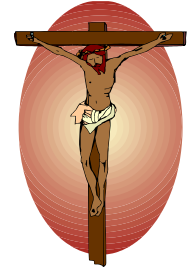
CATERING

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 offer the Edexcel Level 3 Award in the Extended Project which can have 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 their individual RE teacher. 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, cancer research 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 2024/2025

Year 7	Year 8 and Year 9	Year 10 and Year 11	Year 12 and Year 13
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	Core Religious Education 3 Options from Art Biology Business Chemistry Drama English Language English Literature French 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 and RE Conferences

Whole School

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



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

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
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 2024-2025

ADMISSIONS PROCEDURE

CHECKLIST

PLEASE REMEMBER:

- TO SUBMIT YOUR COMMON APPLICATION FORM (CAF) TO YOUR LOCAL AUTHORITY (VIA THE PRIMARY SCHOOL OR ON-LINE) BY 31ST OCTOBER 2023.

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 31ST OCTOBER 2023.

YOU NEED TO DO THIS WHETHER YOU HAVE CHOSEN BGN SCHOOL AS YOUR 1ST, 2ND, OR 3RD 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 31st October 2023.

➤ **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 1st March 2024.

➤ **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?**

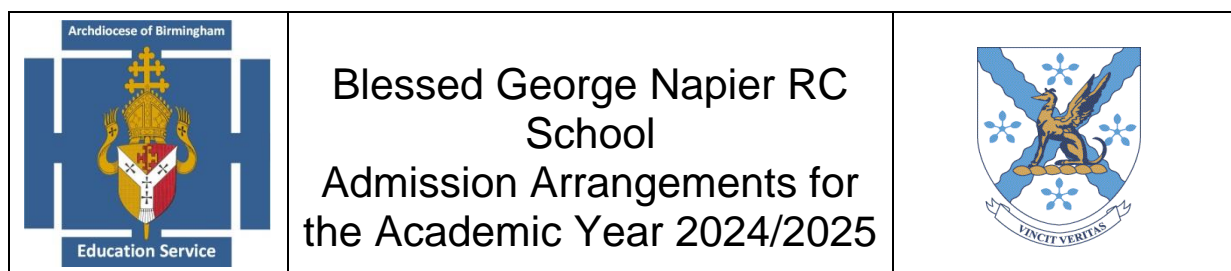
All schools are allocated on how your child meets the criteria for admission and the number of school places available. If you do not get a place in your only preference Oxfordshire County Council will offer you a place at a school with places available and this may be a long way from your home. **Therefore 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 1st, 2nd, or 3rd 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 is part of the Pope Francis Catholic Multi Academy Company (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 Local Governing Body of Blessed George Napier.

The admissions process for Blessed George Napier 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 on the application form. Applications need to be made by 31st October 2023. 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 1st March 2024, 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 Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 150 pupils to be admitted to Year 7 in the school year which begins in September 2024. (See Note 1 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 Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 4 below) attending 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 2024/2025.

Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after children. (see Note 3 below).
2.
 - a) 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).
 - b) Baptised Catholic children (see Note 2 below) who currently attend a named feeder school (see Note 5 below)
3.
 - a) 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.
 - b) Other Baptised Catholic children (see Note 2 below)
4. Non-Catholic children who are looked after or previously looked after children. (see Note 3 below).
5. 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.
6. Non-Catholic children who have a brother or sister at Blessed George Napier Catholic School at the time of admission.
7. Non-Catholic children currently attending a named feeder school (see note 5 below).
8. 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.
9. 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.
10. 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 was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) 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 nearest 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 Local Governing Body, will use a computerised system to randomly select the child to be offered the final place.

The Local Governing Body 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 Local Governing Body 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 (Applicable only to year 7 and year 12)

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 Local Governing Body 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 Local Governing Body 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 Local Governing Body 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 Local Governing Body 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, ie Year 7 in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body 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 Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body 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 Local Governing Body 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 Local Governing Body 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 2025 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 2024 will be re-ranked to take into account that they will no longer be attending that feeder school from 1st September 2024. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1st September 2024.

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 Local Governing Body 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 Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body 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. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <https://www.blessedgeorgenapier.co.uk/page/?title=Join+Us&pid=15>

Blessed George Napier School is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via <https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school>

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. Completed application forms must be returned to the school by 16th December 2023.

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.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its 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

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.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

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 few 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 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.

OVERSUBSCRIPTION CRITERIA FOR SIXTH FORM

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.

	<p>Blessed George Napier RC School</p> <p>Admission Arrangements for the Academic Year 2024/2025</p>	
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Supplementary Information Form

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 in the school's published admissions policy. 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 application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Local Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Local Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to Blessed George Napier at Addison Road, Banbury, OX16 9DG by 31st October 2023.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are Blessed George Napier school at Addison Road, Banbury, Oxfordshire, OX16 9DG
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Ms N Dolan, Headteacher and you can contact them with questions relating to our handling of the data. You can contact them in writing at the school address.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation in writing to Ms Niamh Dolan, Principal, at the school address. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Local Governing Body may withdraw any offer of a place even if the child has already started school.

Signed Date.....

Print Name



Compassion

Respect

Truth

Service

Forgiveness

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.



Blessed George Napier Catholic School and Sixth Form

Addison Road
Banbury
Oxfordshire

OX16 9DG

Telephone: 01295 264216

Email: office.4600@bgn.oxon.sch.uk

Website: www.bgn.oxon.sch.uk

Opening the doors to a lifetime of opportunities