

## SIXTH FORM ADMISSION POLICY 2019-20

**St John's School and Sixth Form College, A Catholic Academy**<sup>1</sup> was founded by the Catholic Church to provide education for students of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic students in accordance with the oversubscription criteria listed below. The school<sup>1</sup> is conducted by its governing body<sup>2</sup> as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our students. 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/carers will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

### **Published Admission Number**

The governing body has set its published admission number (PAN) at 220 students to Year 12 in the school year which begins in September 2019.

### **Entry requirements**

Both internal and external students wishing to enter the Sixth Form will be expected to have met the same minimum academic entry requirements for the Sixth Form. These are 5 GCSEs (Above grade C or equivalent: **at least** grade 4 standard pass). In order to access most A Level courses each student will be required to have attained a grade B (or equivalent: strong passes 5+) apart from A Level Maths which will usually require an A Grade (or equivalent: grade 8 or 9) at GCSE.

In addition to the Sixth Form's minimum academic entry requirements students 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 option 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.

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1 The term 'school' is used throughout the document to mean a Catholic school or academy in the diocese.

2 The term 'governing body' is used throughout to refer to the admission authority under the appropriate constitutional arrangements.

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 a space in Year 13 i.e. where there are fewer than 220 students in the year group, the school will admit additional students up to this number using the oversubscription criteria set out below.

### **Application Procedures and Timetable**

The Sixth Form is available for all existing students subject to students fulfilling the individual requirements of suitable courses. Remaining places in the Sixth Form of the school will be offered in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

To apply for a place at this school, the parent/carer/student must complete an application form available from the school.

The parent/carer/student will be advised of the outcome of the application by the next working day, by the school. If the application is unsuccessful the parent/carer/student will be informed of the decision, related to the oversubscription criteria, and has the right of appeal to an independent appeal panel.

If the parent/carer is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is **30 September**.

### **Students with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

Students who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the student will be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other students.

### **Late Applications**

Late applications will be administered in accordance with St John's admissions process. Parents/Carers are advised to ensure that the application is submitted before the closing date.

### **Admission of Students outside their Normal Age Group**

A request may be made for a student to be admitted outside of their normal age group, for example, if the student is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the student. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents/carers and of appropriate medical and education professionals.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a student at any time outside the admission round and the student will be admitted where there are available places. Applications should be made to the school by contacting Matt Dunn, Director of Sixth Form at St John's School and Sixth Form College, A Catholic Academy. Parents/carers/students will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the student is added to the waiting list (see above).

### **Right of Appeal**

Where a parent/carer has been notified that a place is not available for a student, every effort will be made by the local authority to help the parent/carer to find a place in a suitable alternative school. Parents/Carers who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of students who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a student where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current

school year. The governing body has this power, even when admitting the student would mean exceeding the published admission number.

**False evidence**

The governing body reserves the right to withdraw the offer of a place or, where a student is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## **Oversubscription Criteria (for external applicants)**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to students who will have a sibling attending the school in September 2019.*

1. Looked after and previously looked after students. (see notes 2&3)
2. Other Catholic students. (see note 3)
3. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
4. Students of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
5. Students of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
6. Any other students.

## **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. In assessing home to school distance Durham Local Authority uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point\* of the child's house, or in the case of a flat from the centre point\* of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point\* of the child's house to the closest point on the nearest route on the ITN/UPN.

\* In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

## **Notes (these notes form part of the oversubscription criteria)**

- 1. A Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a student. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a student.

- 2. A looked after student** has the same meaning as in section 22(1) of the Children Act 1989, and means any student who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. students with foster parents) at the time of making application to the school.

A **previously looked after student** is a student 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.

- 3. Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after student who is part of a Catholic family where a letter from a priest demonstrates that the student would have been baptised or received if it were not for their status as a looked after student (e.g. a looked after student in the process of adoption by a Catholic family).

For a student to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- 4. Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the student on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.

- 5. Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- 6. Students of other Christian denominations** means students who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

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

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

**8. Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the student must not be used as the home address. Documentary evidence may be requested.

**9. Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the student of a parent's partner where that student lives for at least part of the week in the same family unit at the same address as the applicant.

**10. A parent** means all natural parents, any person who is not a parent but has parental responsibility for a student, and any person who has care of a student (having care of a student means that the student lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents/carers.**