



# **SIXTH FORM ADMISSIONS POLICY**

**St John's Catholic Comprehensive School**

**OUR MISSION STATEMENT**

Excellence for All  
Service to Others  
Inspired by Christ

*This Policy was adopted by the Strategy Team*

*Date: November 2017*

*Next Review date: November 2018*

## **Sixth Form Admissions Policy**

St John's Catholic Comprehensive School Sixth Form exists primarily to provide post 16 studies for students in Year 11 at the school. These students are therefore given priority for places in the Sixth Form. However, the school also admits external applicants into Years 12 or 13. In September 2018, the Governing Body intends to admit a maximum of 150, of internal and external applicants. It should be noted that admission to the Sixth Form will only be considered if the student's level of attainment is suitable for the proposed course of study and spaces are available. Details of course requirements are available in the Sixth Form Course Directory, which is available on the school website at: [www.stjohnscs.com](http://www.stjohnscs.com)

### **Admissions Procedure**

Application must be made using the application form available from the school and should be returned completed to the school office.

Completion of a Supplementary Form is not mandatory. However, if one is not received, the Governors will not be able to apply their admissions criteria, and the application will be considered as a lower priority. The Supplementary Form should be returned directly to the School, together with the additional documents requested, as appropriate. A copy of the Supplementary Form may be obtained from St John's Catholic Comprehensive School. Catholics must also submit the Priest's Declaration Form.

### **Over-subscription**

Where there are more external applicants than places available, the following oversubscription criteria will be used:

The Governors will consider applications according to the following order of priorities:

**Category 1**      **Looked after children and other previously looked after children who have been adopted**

**Category 2**      **Baptised Catholic children.**

A Baptismal Certificate must accompany the Supplementary Form and consideration will be given to the Priest's Declaration Form to verify the practice of the child. Applications will be ranked in the order shown on the Supplementary Form Highest priority to those who attend Mass weekly, secondly to those who attend Mass at least once a month, etc.'

**Category 3**      **Children of families who are committed members of other Christian denominations that are part of Churches Together in England.**

Evidence of Baptism by a Minister of a designated place of worship will be required and consideration will be given to the Letter of Support from a Minister.

**Category 4**      **Children of other faiths.**

Evidence of religious commitment provided by a Minister of Religious Education will be required.

**Category 5**      **Any Other Child**

In each of the categories 2, 4 and 5, priority will be given to those whose level of regular attendance at religious worship is supported by their Priest or Minister of their normal place of worship.

"Looked After Children" [i.e. those children who are in the care of the Local Authority] will be given priority over all other applications in each of the above categories. Priority will also be given, in each category, to those who have a brother or sister at the School at the time of their enrolment.

### **Tie Breaks**

The following order of priorities will be applied where applications within any of the above categories exceeds the places available, and it is necessary to decide between applications.

1. Siblings
2. Home-School distance. Nearness of children's homes to school.

In determining the number of places available, the Governors will have regard to the allocation of places made by the Local Authority of those pupils who have Statements of Educational Need.

### **Definitions**

In the context of school admissions, Catholic children are defined as Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

"Practice" means regular attendance at Sunday Mass, as defined in Canon 1247 of the Code of Canon Law, the basis for which is taken to be at least more often than not.

"Looked After Children" is a technical term as defined in section 22 of the Children Act 1989 and means any child in the Care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).

"Brother or Sister" means blood brothers and blood sisters of those who are pupils at the School at the time of enrolment; or where a family, already having children at the School at the time of enrolment, have adopted or fostered a child. It does not include brothers or sisters who were pupils at the School in the past.

"Nearness of children's homes to school" We use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.