



# **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: September 2018*

*Next Review date: September 2019*

## St. John's Catholic Comprehensive School

### 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 places in the Sixth Form – having indicated we are their first choice. However, the school also admits external applicants into Years 12 or 13. In September 2019, the Governing Body intends to admit a maximum of 150 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. Details of course requirements are available in the Sixth Form Course Directory, which is available on our website [www.stjohnscs.com](http://www.stjohnscs.com) and <https://coursedirectoryproviderportal.org.uk/>

### Admissions Procedure

Applications must be made electronically through UCAS progress at [www.ucasprogress.com](http://www.ucasprogress.com) or using the application form available on our school website. Students must indicate the order of preference for the establishments they are applying to in their application.

Completion of a Supplementary Information Form (SIF) is not mandatory. However, as detailed in the sections below, if the school is over-subscribed and a tie break scenario in any category is reached, applications without a completed SIF will be considered as a lower priority than applications with a completed SIF. The SIF should be returned directly to the school, together with the additional documents requested, as appropriate with the Admission Form. A copy of the SIF may be obtained from St John's Catholic Comprehensive School or the website. Catholics must also submit the Priest's Declaration Form (Section 2 of the SIF).

### Over-subscription

Where there are more 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 Baptised Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a child arrangements order or special guardianship order.
- Category 2** Other looked after children and other previously looked after children who have been adopted or have become subject to a child arrangements order or special guardianship order.
- Category 3** Children who attend St John's Catholic Comprehensive School Year 11 cohort and have indicated that the school is their first choice on their application.
- Category 4** External applicants that have indicated that the school is their first choice on their application.

Categories 3 and 4 will be repeated for each subsequent preference choice prior to Category 5 being applied

Internal applicants detailing the school as their second choice  
↓  
External applicants detailing the school as their second choice  
↓  
Internal applicants detailing the school as their third choice  
↓  
External applicants detailing the school as their third choice etc.

- Category 5** Any Other Child

## 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** (Definition Overleaf)
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.'
3. **Children who are members of Eastern Orthodox Churches.** 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.
4. **Children of families who are committed members of other Christian denominations that are part of Churches Together in England.** Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required and consideration will be given to the Supplementary Form or Letter of Support Provided.
5. **Children of families who are committed members of other faiths.** Evidence of religious commitment provided by a priest, minister or religious leader of a designated place of worship will be required and consideration will be given to the Supplementary Form or Letter of Support Provided.

If the applications within any of the above tie-break categories exceeds the places available the following priority will be applied: "Nearness of children's home to school" (Definition overleaf) with priority being awarded to children living closest to the school.

## Pupils with an Education, Health and Care (EHC) Plan or a Statement of Special Educational Needs

The admission of pupils with an EHC Plan or with a Statement of Special Educational Needs is dealt with by a separate procedure. The procedure is integral to the making and maintaining of EHC plans and statements by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

## 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.

Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special

guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

"Siblings" means blood or step brothers and blood or step 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 the National Land and Property Gazetteer (NLPG) 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 NLPG. The same address point on the school site is used for everybody. When we apply the distance criteria for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from new build properties that are not registered to the NLPG, KCC may be required to temporarily use planning co-ordinates.



**Archdiocese of Southwark**  
**St John's Catholic Comprehensive School, Gravesend**  
**Supplementary Information and Priest's Declaration Form**

**Please return to St John's Catholic Comprehensive School, Rochester Road, Gravesend, DA12 2JW.**

Completion of a supplementary form is not mandatory but will help Governors to determine admissions applications. If you are a Catholic, please complete and sign the form below and ask your Parish Priest or the Parish Priest at the church where you normally worship to add his reference. You should then forward the form to the school to which you wish to apply. If you are not a Catholic, please hand the form to your Minister of Religion, or equivalent, who will add his or her reference.

**Part One – To be completed by the Parents or Guardians**

Surname of child .....		Date of birth .....
Christian/forename (s) of child.....		Boy or girl .....
Religion .....		
Date and place of Baptism (if applicable) .....		
Is the child a Designated Looked After Child? .....		
Name of current school.....		
Forename, surname and title of person with whom the child lives .....		
Relationship to child.....		
Home address .....		
Postcode .....		
Contact numbers: Home .....Work.....(mother/father/carer)		
Email Address.....		
If Catholic, please indicate which Mass you normally attend.....		
Parish in which you live .....		
Usual place of worship (if different) .....		
How long have you worshipped there? ..... years		
How often do you attend Mass? (please tick) Weekly .... once or twice a month ..... Less often .....		
Details of brothers and sisters who will be attending the school at the time of enrolment		
Name	Date of birth	Year group
.....	.....	.....
.....	.....	.....
.....	.....	.....
<b>I confirm that the information given on this form is accurate and truthful:</b>		
Signed.....		Parent/Carer
Date .....		

**PART Two A – to be completed by the Catholic Priest only**

**Parents' or carers' religious practice**

Is the family known to you? Yes  No

**Child's religious practice**

Is the child known to you? Yes  No

**Attendance to Mass**

Weekly attendance at Mass   
(i.e. every Saturday evening or Sunday)

Regular attendance at Mass   
(i.e. twice a month)

Irregular attendance at Mass   
(i.e. less than once a month)

Not known

Weekly attendance at Mass   
(i.e. every Saturday evening or Sunday)

Regular attendance at Mass   
(i.e. twice a month)

Irregular attendance at Mass   
(i.e. less than once a month)

Not known

If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons, please state below.

I am satisfied that the child is a Baptised Catholic/Enrolled Catechumen.

I am satisfied that the child has been received into Full Communion with the Catholic Church

Priest's name: .....

Parish (if any): .....

Address: ..... Tel No: .....

Parish stamp or seal

Priest's signature: .....

Date: .....

**Parents/carers** from other Denominations or Faiths should hand this form to their Minister of Religion, or equivalent. The completed form should be returned by the parent/carer to St John's

**PART Two B - To be completed only by a Minister of Religion or equivalent**

I confirm that this child/family is known to me and they are committed members of our Faith community

I confirm that this family are members of our Faith community

The family is not known to me

Name: .....

Signed: .....

Date: .....

Position: .....

Parish or Organisation.....