Sixth Form Admissions Policy for September 2027

St John's Catholic Comprehensive School



Excellence for All

Service to Others

Inspired by Christ

Date of last review:	September 2026	**Date of next review:**	September 2027
Author:	Assistant Headteacher – KS5 Leader	**Owner:**	Headteacher
Approval:	Full Governing Body Panel		

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, on the understanding that they indicate St John's School as their first choice. However, the school also admits external applicants into Years 12. In September 2027, the Governing Body intends to admit 180 applicants, although additional places will be offered where individual subject places do not exceed 22 students (our maximum class size for each subject). 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 Directories, which are available on the website at: www.stjohnscs.com.

Additionally, the school expects all students admitted to the Sixth Form to be willing and able to uphold the highest standards of behaviour, demonstrate respect for others, and embrace the responsibilities that come with being senior members of our school community. Students should be committed to acting as positive role models and representing the school with pride, integrity, and maturity at all times.

Admissions Procedure

Applications must be made through www.kentprospectus.co.uk. Year 11 students should receive their username and password from their current school in order to apply.

Completion of a Supplementary Information Form (SIF) is not mandatory. However, if one is not completed and received by the school, the Governing Body will not be able to consider your application under category 1, 2, 6, 7 or 8, which will result in your application potentially being considered in a lower category / tie break category than it would otherwise have been. 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.

Over-subscription

Children with an Education, Health and Care Plan (EHCP)

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. All children whose education, health and care (EHC) plan names our school will be admitted before any other places are allocated.

In the event that our school receives more applications than the planned admission number, places will be offered in rank order set through the following criteria:

1. Looked after Catholic children or looked after children in the care of Catholic families, previously looked after Catholic children who have been adopted or who become the subject of a residence or guardianship order, and Catholic children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A copy of the baptismal certificate or evidence of reception into the Catholic Church must be given to the school. *See notes 1 and 2.*

2. Baptised Catholic children. A copy of the baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Information Form. *See note 2.*

3. Other looked after children, previously looked after children who have been adopted or who have become the subject of a residence or guardianship order, and children who appear

to have been in state care outside of England and ceased to be in state care as a result of being adopted. *See note 1.*

4. Children who will have siblings at the school at the date of entry. *See note 3.*

5. Children of staff. *See note 4.*

6. Children enrolled in the catechumenate and children whose families are members of other Christian denominations and catechumens. *See note 5.*

7. Children whose families are members of other Christian denominations. Evidence of baptism/evidence of membership required. *See note 6*

8. Children of other faiths. Evidence of baptism/evidence of membership required. *See note 7*

9. Other children.

The following priority will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications within each category.

i. Priority will next be given to children who live closest to the school. We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. 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 criterion 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 properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a KCC Senior Admissions Officer and confirmed by the KCC Head of Service.

Tie break

In the unlikely event that there are two or more applications of equal eligibility for the last available place at the school, a random selection will be applied by drawing random sealed envelopes with the name of one child per envelope. The process will be independently verified.

1. Notes

Note 1

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) at the time of making an application to a school.

A **previously looked after child** means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in **state care outside of England** if they were in the care of or were accommodated by a public authority, a religious organization, or any other provider of care whose sole or main purpose is to benefit society.

Note 2

Catholic children includes members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. A baptismal certificate or evidence of reception into the Catholic Church must be provided.

Note 3

Siblings are defined as natural and adopted brothers and sisters, and children who live as a brother and sister in the same house, including stepbrothers or sisters and foster brothers and sisters.

Note 4

Children of staff applies in either or both of the following circumstances:

- 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.
- Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Note 5

Catechumens refer to a person who is preparing to become a Catholic usually by way of the Rite of Christian Initiation of Adults and children of catechetical age. Evidence of enrolment in the catechumenate will be required.

Note 6

Other Christian denominations are denominations that are members of Churches Together in England or the Evangelical Alliance. Evidence of Baptism/ dedication or evidence of membership is required.

Note 7

Children of other faiths Evidence of Baptism/ dedication or evidence of membership will be required.

Proof of address will be requested at the time of acceptance of a place.

Challenging Behaviour

A child will not be refused admission on behavioural grounds during the normal admissions round or at any point in the normal year of entry. However, the school expects all students admitted to the Sixth Form to be willing and able to uphold the highest standards of behaviour, demonstrate respect for others, and embrace the responsibilities that come with being senior members of our school community. Students should be committed to acting as positive role models and representing the school with pride, integrity, and maturity at all times.

There may be certain cases where admission is refused where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

Where an in-year application for a year group that is not the normal point of entry is received and the school does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In such cases the school will refer the child to the Fair Access Protocol. A refusal on the grounds of challenging behaviour will only be made if the school has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

Admission will not be refused on the grounds of challenging behaviour to looked after children, previously looked after children and children with EHC plans listing the school.

Supplementary Information: Archdiocese of Southwark

Please return to St John's Catholic Comprehensive School, Rochester Road, Gravesend, DA12 2JW by Friday 21st May 2027

To submit this Supplementary Information Form (SIF) to the school, you can either:

a) Scan and email the form to sixthformadmissions@stj.kent.sch.uk
You will receive an acknowledgement email to confirm the form has been received.

or

b) Hand the form into a member of our school reception team.
You will be issued with a receipt when you hand your form into reception.

Please do NOT hand in the form to any other member of staff or leave the form at reception without receiving a receipt – the school cannot accept liability for a lost form unless you are able to produce a receipt of submission.

Completion of a supplementary form is not mandatory but will help Governors to determine admissions applications. 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 Two B).

Part One – To be completed by the Parents or Carers

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)

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 siblings who will be attending the school at the time of enrolment

Name	**Date of Birth**	**Year Group**

I confirm that the information given on this form is accurate and truthful:

Signed.....Parent/Carer Date .....

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

Parents' or carers'

Is the family known to you? Yes ☐ No ☐

Child's religious practice

Is the child known to you? Yes ☐ No ☐

Across the last three years, how would you describe the Child's 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 ☐

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……...