



SIXTH FORM

ADMISSIONS POLICY for

SEPTEMBER 2025

St John's Catholic Comprehensive

School

**OUR MISSION
STATEMENT**

Excellence for All
Service to Others
Inspired by Christ

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 2025, the Governing Body intends to admit a maximum of 170 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 their behavioural record* across the course of their Year 11 schooling is a positive one. Details of course requirements are available in the Sixth Form Course Directories, which are available on the website at: www.stjohnscs.com.

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 or the tie break categories 2,3,4 or 5, 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. Catholics must also submit the Priest's Declaration Form.

* **Guidance:** The Behavioural Data that we will consider when admitting students into our Sixth Form includes, % Attendance, Suspensions, Exits, Headteacher Detentions, Bad Comments and Punctuality to school and to lessons.

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, looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order and Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.

Category 2 Other looked after children, looked after children who have been adopted or who have become the subject of a residence or guardianship order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.

Category 3 Children who attend St John's Catholic Comprehensive School Year 11 cohort, have indicated that the school is their first choice on their application and have met all necessary Entry Requirements as stated in the Sixth Form Prospectus.

Category 4 External applicants that have indicated that the school is their first choice on their application and have met all necessary Entry Requirements as stated in the Sixth Form Course Directory.

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 below)

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.

"**Looked After Children and Previously Looked After Children**". 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 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 organisation, or any other provider of care whose sole or main purpose it to benefit society.

"**Sibling**" means blood or step siblings 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 siblings who were pupils at the School in the past.

"**Nearness of Children's Homes to School**" - 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 KCC 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 Senior Admissions Officer and confirmed by Head of Service.



Supplementary Information and Priest's Declaration Form: Archdiocese of Southwark

Sixth Form Applications for September 2025

Please return to St John's Catholic Comprehensive School, Rochester Road, Gravesend, DA12 2JW by Friday 18th April 2025.

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 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 (Part Two A). 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 Two B).

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: HomeWork.....(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

Table with 3 columns: 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 Regular attendance at Mass
(i.e. every Saturday evening or Sunday) (i.e. twice a month)

Irregular attendance at Mass Not known
(i.e. less than once a month)

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.....