Admissions Policy for September 2027

St. John's Catholic Comprehensive School

Excellence for All

Service to Others

Inspired by Christ

Date of last review:	January 2026	**Date of next review:**	January 2027
Author:	Headteacher	**Owner:**	Associate Headteacher
Approval:	Full Governing Body Panel		

1. Introduction

St. John's Catholic Comprehensive School is a Voluntary Aided School in the Trusteeship of the Archdiocese of Southwark. The School is conducted by the Governing Body as part of the Catholic Church, in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ.

The School exists primarily to serve the Catholic community. However, the Governing Body welcomes applications from parents of children of other denominations and faiths, subject to the availability of places, who support the religious ethos of the School.

As a Church School, the Governors make the decision to offer places for admission into the School. The School wishes to give extra consideration to children attending Catholic Primary schools in the areas of Dartford, Gravesend, Hartley, Meopham, Northfleet, Strood and Swanley. The Primary feeder schools are St Bartholomew's Catholic Primary School, Swanley, St John's Catholic Primary School, Gravesend, St Joseph's Catholic Primary School, Northfleet, Our Lady of Hartley Catholic Primary School, Our Lady's Catholic Primary School, Dartford, English Martyrs' Catholic Primary School, Strood, and St Anselm's Catholic Primary School, Dartford.

Our current PAN in Year 7 is 180 pupils.

Admissions will be decided without reference to aptitude or ability and on the overriding criteria that the "Catholic Character" of the school will always be preserved in accordance with the Trust Deed and the Instrument of Government.

2. Oversubscription criteria

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 currently in the listed Catholic feeder primary schools at the time of application. *See note 4.*

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

7. Children enrolled in the catechumenate and children who are members of other Christian denominations and catechumens. Evidence of baptism/evidence of membership required. *See note 6 and 7.*

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

9. Other children.

The following order of 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. For Category 7 and 8: If the number of applications exceeds the number of places available, priority will be given to those applicants who have shown commitment to their faith for at least three years. This evidence must be provided by completion of the Supplementary Information Form by the child's parents/carers, endorsed by a minister or faith leader of the faith community where the family normally attends. If the family has moved very recently, the form can be signed by a minister or faith leader at their previous place of worship.

ii. Priority will 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

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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.

3. 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

As mentioned in the introduction, the Catholic feeder primary schools for St John's are:

- St Bartholomew's Catholic Primary School, Swanley
- St John's Catholic Primary School, Gravesend
- St Joseph's Catholic Primary School, Northfleet
- Our Lady of Hartley Catholic Primary School
- Our Lady's Catholic Primary School, Dartford
- English Martyrs' Catholic Primary School, Strood
- St Anselm's Catholic Primary School, Dartford

Note 5

Children of staff applies in <u>either or both</u> 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 6

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 7

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 8

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

<u>Proof of address will be requested at the time of acceptance of a place.</u>

4. How to apply

4.1 Application procedure for entry to Year 7 in the normal co-ordinated admission round

Applications for admission to Year 7 are known as applications 'made in the normal admission round'. Applications in the normal admission round are coordinated by Local Authorities for all schools and academies in its area. This includes **late** applications (i.e. applications received before the first day in September, but not made in time to enable the Local Authority to offer a place on National Offer Day. The School participates in Kent County Council's Coordinated Admissions Scheme. Full details of the scheme can be found at the following website:

Secondary school places - Kent County Council

For admissions in the normal round, parents must complete a Common Application Form (CAF) and submit it to their **home local authority**. The CAF can be accessed via the home local authority's website.

4.2 Supporting documentation and Supplementary Information Form (SIF)

In addition to applying online through your home local authority by completing a CAF, all applicants who wish to apply under the oversubscription criteria listed above are requested to complete a Supplementary Information Form (available on the school website or from our school's Admissions Officer). Completed forms, along with any supporting documentation, should be sent to our Admissions Officer, Mrs Lisa Hodges (lhodges326@stj.kent.sch.uk) at the time of the application. Please note that the deadline for submitting your completed SIF for September 2027 applications is **Friday 13th November 2026**. Not doing so may lead to your child being placed in a lower priority category than they should.

Any supporting documentation must be provided to the school by the closing date. This includes for Catholic, Other Christian or Other Faith children, a copy of the baptismal certificate/dedication or evidence of membership.

4.3 In Year or Casual Applications

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Applications made too late for the Kent co-ordinated system, in-year applications for year 7 and applications for entry to years 8-11 must be made on the In Year Casual Application Form (IYCAF) available on our website.

The same policy and procedure (apart from the timetable) applies to these applications. The IYCAF form must be sent to our school's Admissions Officer. If you wish to apply under the oversubscription criteria, you must provide the relevant supporting documentation, and you are requested to completed a Supplementary Information Form. They will be considered under the same policy set out above. If there are spaces available in the year group you are applying for, your child will be offered a place. Priority will not be given to children on the basis that they have been on the waiting list the longest.
Parents will be notified of the outcome of an in-year application in writing within 15 school days.

5. Appeals

Parents (or students over 16) whose applications for places are unsuccessful, may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be sent to our Admissions Officer at the email address listed above. Appellants have the right to make written and oral representations to the Appeal Panel.

6. Waiting List

Parents of children who have not been offered a place at our school may ask for their child's name to be placed on a waiting list. The criteria listed at Section 3 will be used to rank children on the waiting list. Our school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added. Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place.

All schools participate in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code. Admitting pupils under the protocol may require the school to admit above the published admission number for the relevant year group and may mean that a child directed to the school by the Local Authority will take precedence over those children

already on the waiting list.

The waiting list for Year 7 will remain operational until the end of December of the year of application.

7. Entry to years other than anticipated

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher of our school as early as possible. Parents are advised to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be withdrawn if the school agrees to accept a deferred application for entry into Year 7 the following year. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede our school's ability to agree to deferral or early admission to their secondary phase of education. Our school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper Secondary Common Application Form (SCAF) to the Local Authority, with written confirmation from the school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with our school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions.

8. Withdrawing an offer of a place

An offer will not be withdrawn unless it has been offered in error, a parent or carer has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent or carer has not responded to the offer, a further opportunity to respond will be given and it will be explained that the offer may be withdrawn if a response is not received.

If an offer is withdrawn on the basis of misleading information, the application will be considered afresh and a right of appeal will be offered if an offer is refused.

An offer will not be withdrawn once a child has started at our school except where that place was fraudulently obtained. In these circumstances, the length of time that the child has been at our school will be considered before deciding whether to withdraw the place.

9. Challenging behaviour

A child will not be refused admission on behavioural grounds in the normal admissions round or at any point in the normal year of entry. 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.

10. Fair Access Protocol

Our school participates in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

11. Admissions to the Sixth Form

Students in Year 11 at St John's have the right to continue their Catholic education into the sixth form provided they meet the entry requirements for a course of study they wish to undertake. Students who do not meet that requirement will be supported to obtain a place at another institution of their choice.

We welcome applications from students at other schools who will support the Christian ethos of our school. The Published Admission Number (PAN) for entry into year 12 is 50. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 130 of the school's own year 11 pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 180.'

11.1 Oversubscription criteria

In the event of there being more external applicants than places available, preference will be given to current year 11 students in our school. If necessary, external applications will be ranked, subject to availability of courses, and entry criteria being met, by:

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 above*.

2. Baptised Catholic children and catechumens. A copy of the baptismal certificate or evidence of reception into the Catholic Church must be given to the school. *See note 2 above*.

3. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order. *See note 1 above.*

4. Other children.

11.2 Tie break

If it is necessary to decide between applicants within these categories, applications will be ranked by the distance from home to school (measured in a straight line using National Land and Property Gazetteer (NLPG) address point data supplied by Kent County Council. Where two or more children live at an equal distance, random selection will be used to establish which is ranked ahead of the other. This process will be independently verified.

11.3 Entry Criteria

There are specific entry requirements for all subjects and these are listed in our Sixth Form Course Directory available on our school's website and Kent Choices.

To enrol on any A-Level/Level 3 course in Year 12, students will normally have gained at least five GCSE passes of grade 4 or above. They will also need to meet any specific criteria for the subjects they wish to study. Please refer to our Sixth Form Course Directory for the specific entry requirements for the chosen subjects.

Students who have not achieved a level 4 in English and or Mathematics will need to continue with this

GCSE (or equivalent Functional Skills) until they have achieved it.

Courses offered may not be run if there are insufficient qualified applicants. Any applicant affected will then, if possible, be offered another course for which they are qualified and on which there is a place.

11.4 Offers

All offers are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results, and the pupil's chosen subjects being accommodated on the timetable, in feasible group sizes. Where students have achieved better results than the predicted grades, they will be considered based on the grades achieved and ranked according to the school's admissions criteria.

11.5 Sixth form admission procedure

Students currently attending a Kent school should apply for a Sixth Form place at St John's course via Kent Choices.

Internal applicants should use Applicaa (all information will be emailed to students using their St John's email address)

Internal applicants will receive support with the online application process via the Year 11 team.

Both internal and external applicants are welcome to contact our Sixth Form team for support on how to apply.

All applicants will be interviewed for a place in the Sixth Form. Students should ensure that they arrive to their interview with their latest report card which includes details of attendance/behaviour/current and predicted grades.

Students are only requested to complete the Supplementary Information Form if they are applying under criteria 1, 2 or 3 of the oversubscription criteria.

Completed forms, and supporting documentation, should be returned to the school office.

Late applications will be considered if course places are available after all other applications have been considered.

Conditional offers based on predicted GCSE grades will be sent to applicants by the end of March 2027.

Internal and external applicants must give evidence of their achieved grades when they enroll on GCSE results day in August.

11.6 Appeals see Section 5 above.

11.7 Waiting Lists

Following results day in August, if all places in the Sixth Form have been allocated, any student wishing to obtain a place in the Sixth Form will be placed onto a waiting list. Students will be required to detail the subjects that they are interested in studying. Additional places allocated by the Head of Key Stage 5 will be allotted based on availability on specific courses (if applicable) and not on a first come first serve basis.

SUPPLEMENTARY INFORMATION FORM FOR SECONDARY ADMISSION IN 2027

Please return the completed form, together with any supporting documentation, to the School Office, marked **for the attention of the Admissions Officer.**

Please note that the deadline for submitting your completed Supplementary Information Form (SIF) for September 2027 applications is **Friday 13th November 2026**. Failure to submit the form by this date may result in your child being placed in a lower priority category than they may otherwise qualify for under the school's admissions criteria.

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

a) Scan and email the form to admissions@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.

Please complete all sections

I understand that I also have to complete our home local authority Common Application Form (CAF)	Please tick
Child's Surname	
Child's Forename	
Date of Birth	
Address (including postcode)	
Telephone	
Email (please print)	
Full name of Parent	
Name of Legal Guardian **(if different from above)**	
Parent/Carer Address **(if different from above)**	

	Yes	**No**
1. Is your child a baptised Catholic? *You must provide a copy of your child's baptism certificate. Photocopies are acceptable but will be retained by the school.* **If yes, please state date and place of baptism:**_____		

2. Does your child have a sibling on roll at the school at the time of admission? If yes, please give name of sibling and current year group: Name:_____Year Group:_____		
3. Does your child attend one of the following primary schools: • St Bartholomew's Catholic Primary School, Swanley • St John's Catholic Primary School, Gravesend • St Joseph's Catholic Primary School, Northfleet • Our Lady of Hartley Catholic Primary School • Our Lady's Catholic Primary School, Dartford • English Martyrs' Catholic Primary School, Strood • St Anselm's Catholic Primary School, Dartford If yes, please state the school name:_____		
4. Are you a current member of staff and been employed at the school for the last two years? If yes, please confirm your full name and employment start date here: _____ _____		

	Yes	**No**
5. Catechumenate. Is your child not yet baptised Catholic but enrolled in a programme? *You must provide evidence of enrolment in the catechumenate.*		
6. Are you a member of another Christian Denomination? (Please see note 7 of the policy for definition) *Please ensure that you provide evidence of the child's baptism certificate or proof of dedication (if applicable)*		
7. Are you a member of another Faith? *(See note 8 of the policy)* *Please ensure that you provide evidence of Baptism/ dedication or evidence of membership*		

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

Signed:_____(Parent/Carer)

Full name of Parent/Carer (please print)_____

Date:_____

For office use only:
Date Supplementary Form received by Admissions Officer: _____

Copy of Catholic Baptism Certificate received:	YES □	NO □
Copy of Other Christian baptism certificate/proof of dedication:	YES □	NO □
Copy of Other Faith baptism certificate/proof of dedication:	YES □	NO □
Sibling:	YES □	NO □
Feeder school:	YES □	NO □
Member of Staff:	YES □	NO □