



## St Anthony's Girls' Catholic Academy

<b>Policy:</b>	<b>Admissions Policy Sixth Form 2019-20</b>
Ratified by the Academy Governors:	December 2017
Head Teacher signature:	
Chair of Governors signature:	
Review Date:	December 2018

## **Sixth Form Admission Policy 2019-20**

St. Anthony's Girls' Catholic Academy was founded by the Sisters of Mercy to provide education for students of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic students in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 7) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school.

The admission policy criteria will be dealt with on an equal preference basis.

### **Published Admission Number**

- The sixth-form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses.
- Remaining places in the sixth-form of the school will be offered in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.
- The governing body has set its admission number at 30 pupils to Y12, for external applicants to the sixth-form, for the school year which begins in September 2019.

### **Students with an Education, Health and Care plan or a statement of Special Educational Need**

- Students who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the student will be admitted.

### **Application Procedures and Timetable**

- To apply for a place at this school, the parent must complete an application form available from the school (available from January 2019).

- The parent will be advised of the outcome of the application by the school.
- Students applying from outside the school will have to meet the same requirement as girls continuing through the school to this stage, namely the necessary grades at GCSE to study for chosen Advanced level subjects or other courses.
- If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

### **Late Applications**

- Any applications for September admissions received after the closing date will be accepted but considered only after those received by the closing date. The closing date for admissions, which is 30 September 2018.

### **Admission of Students outside their Normal Age Group**

- A request may be made for a student to be admitted outside of their normal age group, for example, if the student is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the Headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the student. In addition to taking into account the views of the Headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Waiting Lists**

- In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

- An application can be made for a place for a student at any time outside the admission round and the student will be admitted where there are available places. Applications should be made to the school by contacting Mr. M. McDonagh 0191 565 8904. Parents will be advised of the outcome of their application in writing.
- Where there are places available but more applications than places, the published oversubscription criteria will be applied.
- If there are no places available, a request can be made that the student is added to the waiting list (see above).

### **Right of Appeal**

- Where a parent has been notified that a place is not available for a student, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

- The school is committed to taking its fair share of students who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a student where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the student would mean exceeding the published admission number.

### **False Evidence**

- The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### **Oversubscription criteria**

- Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.
- First priority within each category will be given to students with a sibling in Years 7-11 at St. Anthony's Girls' Catholic Academy.
- Categories:
  1. Looked after students or students who were previously looked after.

2. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
3. Other Catholic students.
4. Any other students.

### **Tie Breaker**

Where there are places for some, but not all applicants within a particular criterion, distance from the home address to the school will be the deciding factor, with preference being given to those whose address is nearest to the school when measured by the shortest pedestrian route using the Local Authority's computerised measuring system with those living nearer the school receiving higher priority.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **Waiting List**

- If a student is unsuccessful in gaining a place, you may request that they are placed onto the school's waiting list, which will be maintained according to the schools' admissions criteria. Within each criterion, students will be ranked by computer in random order.

### **Notes and Definitions**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a student. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a student.
2. A looked after student has the same meaning as in section 22(1) of the Children Act 1989, and means any student who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. students with foster parents) at the time of making application to the school.

A previously looked after student is a student who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be

evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after student who is part of a Catholic family where a letter from a priest demonstrates that the student would have been baptised or received if it were not for their status as a looked after student (e.g. a looked after student in the process of adoption by a Catholic family).

For a student to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the student on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. Home address is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the student must not be used as the home address. Documentary evidence may be requested.
7. Sibling includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the student of a parent's partner where that student lives for at least part of the week in the same family unit at the same address as the applicant.
8. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a student, and any person who has care of a

student (having care of a student means that the student lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

**Agreed by Admissions sub- committee of the Governing Body 01.11.2017**