Sixth Form Admissions Policy
2018 - 2019

<table>
<thead>
<tr>
<th>Governing Body Approval</th>
<th>Full Governing Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Mrs J Leech</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date: November 2015</td>
<td>For application 18/19</td>
</tr>
</tbody>
</table>
St Bede’s Catholic School and Sixth Form College was founded by the Catholic Church 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, the Instrument of Government and Articles of Association of St Bede’s Catholic Academy, (Lanchester) 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 10) 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 and appropriate courses; full entry requirement details will be published with the policy on our school website.

The governing body has set its admission number at 80 pupils to year twelve for external applicants to the sixth-form in the school year which begins in September 2018.

**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. The parent will be advised of the outcome of the application by the school.

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.

All applications will be considered at the same time and after the closing date for admissions which is Friday 15th December 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 Mrs E Graham, Director of Sixth form at the school’s address. 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 children 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 child where admission is requested under any local protocol that has been agreed the governing body for the current school year. The governing body has this power, even when admitting the child 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 to students who meet the entry requirements according to the following order of priority.

1. Looked after and previously looked after students (see notes 2&3)
2. Catholic students who attend St Bede’s Catholic School and Sixth Form College (see note 4)
3. Other Catholic students (see note 4)
4. Catechumens and members of an Eastern Christian Church (see notes 5&6)
5. Students of other Christian denominations who attend St Bede’s Catholic School and Sixth Form College (see note 7)
6. Students of other faiths who attend St Bede’s Catholic School and Sixth Form College (see note 8)
7. Students of other Christian denominations (see note 7)
8. Students of other faiths (see note 8)
9. Any other students

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. In assessing home to school distance the LA uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point* of the child’s house, or in the case of a flat from the centre point* of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point* of the child’s house to the closest point on the nearest route on the ITN/UPN.

* In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

Year 12 Admissions Schedule

Students who wish to apply for a place in Year 12 will be invited to attend, with their parents or carers, our Sixth Form Open Evening and/or Saturday “drop in” sessions, held in the autumn and spring term. They will have the opportunity to speak to individual subject departments about the courses offered as well as our Progression Coach who will give independent IAG.

Applications for Year 12 must be completed using the school application form. For internal applicants, information will be requested from subject teachers to check suitability for students’ course choices. Each student will attend an IAG discussion service with a member of the Sixth Form Pastoral team or Leadership and Management Team and his/her parents or carers within the school to discuss his/her subject choices. A place will be offered on condition that the student meets the school’s entry requirements, published separately to this policy and the availability of course choices subject to timetabling and places available within each class.

Following the meeting, a letter will be sent to students confirming the decision made regarding a place. All offers will be made on condition of students meeting the school entry requirements and subject to the viability of the course running for that academic year.

Students holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer.
On Enrolment Day, following receipt of GCSE results, if students wish to change their subject choices there will be a further IAG discussion service to advise them on the most suitable options. Changes will be dependent on places being available within subject classes.

**Year 13 Admissions Schedule**

Students who do not meet the entry requirement will be advised upon a change of direction and relevant courses.

12 students continue with their studies into Year 13, on condition that they fulfil the college progress criteria and will be required to apply to study in Year 13. The progress criteria are as follows:

- Assessment and AtL data from their Year 12 studies indicates they are on track to be successful in their final examinations at the end of their Year 13 studies and

- Relevant independent IAG supports the appropriateness of a student continuing their studies into Year 13 in line with their career aspirations.
NOTES AND DEFINITIONS

1. 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. 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.

2. A looked after student is a student 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):

   An adoption order is an order under section 46 of the Adoption and Children Act 2002.

   A child arrangements order is an order outlining the arrangements as to the person with whom the student will live under the provisions of section 14 of the Children and Families Act 2014.

   A special guardianship order is an order appointing one or more individuals to be a student’s special guardian or guardians.

3. A previously looked after student is a student who immediately moved on from that status after becoming subject to an adoption, student arrangement order or special guardianship order.

4. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. All applicants seeking admission under criteria 2 and 3 will be asked to provide evidence and the school will also seek evidence that the child has been baptised as a Catholic. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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.

5. Catechumen means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.

6. Eastern Christian Church includes Orthodox Churches, and must be 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.

7. Students of other Christian denominations means students who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. Students of other faiths means students who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. 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.
10. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the student, or who has care of the 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.**