

SACRED HEART CATHOLIC HIGH SCHOOL



Sixth Form Admission Policy 2018 - 19

November 2016

SIXTH FORM ADMISSION POLICY 2018-19

Sacred Heart Catholic High School 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 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 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.

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 in GCSE or equivalent to study for chosen A level subjects or technical options.

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 Donnelly 0191 275 1915. 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.

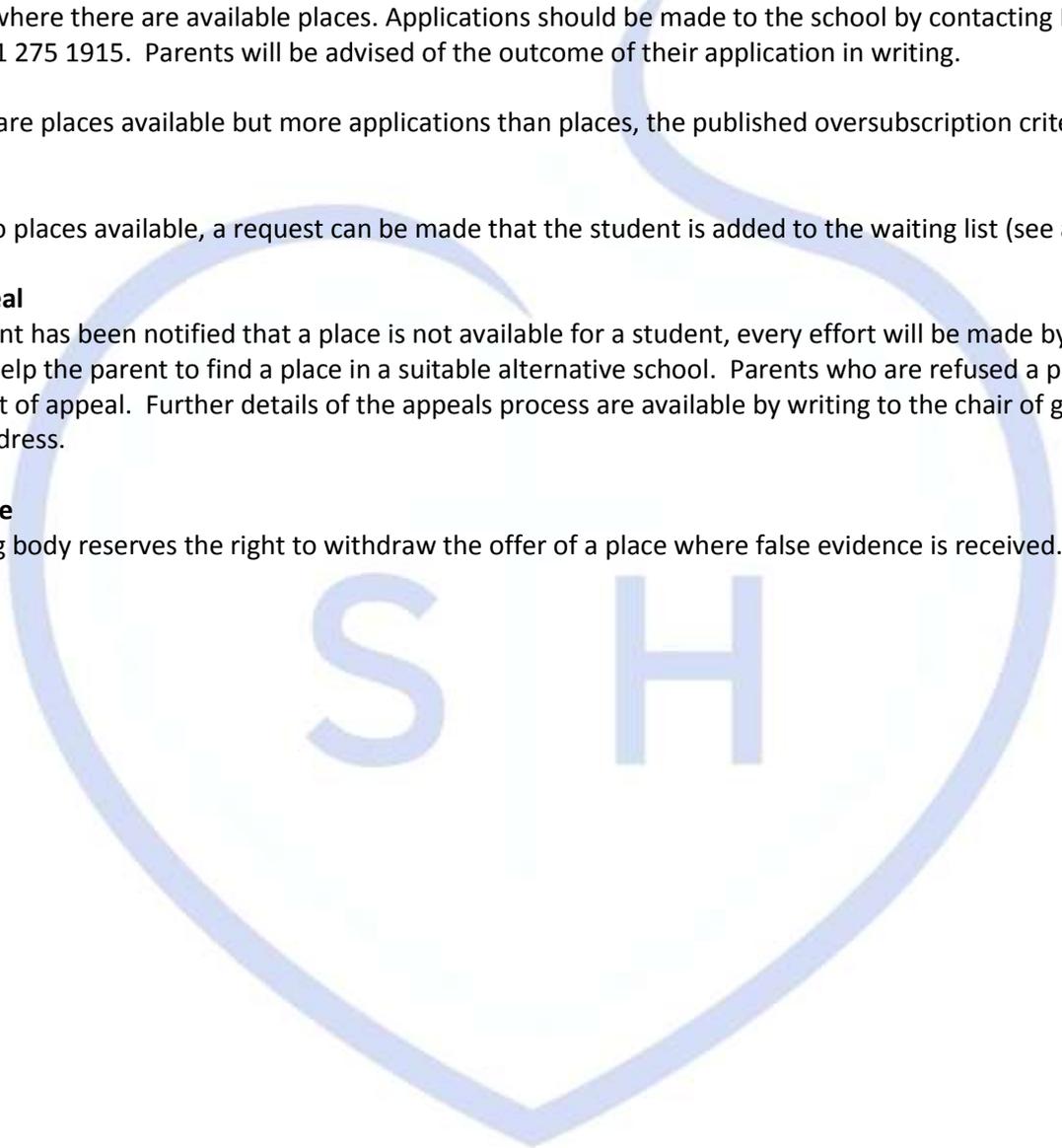
If there are no places available, a request can be made that the student is added to the waiting list (see above).

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.

False Evidence

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



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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 Sacred Heart.

- A. Looked after students or students who were previously looked after.
- B. Catholics who attended Sacred Heart Catholic High School.
- C. Other Catholic students
- D. Other students

Tie Breaker

Where there are insufficient places to meet all applications within a category the school will allocate places using an electronic random allocation process, which will be independently monitored.

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. 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 child. 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 child.

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, child 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. 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. **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.

6. **Sibling means a brother or sister** who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
7. **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.

Agreed by Admissions & Pastoral Committee 18.10.2016
Agreed by Full Governing Body 24.11.2016

