

**ADMISSIONS POLICY**

# Salesian Sixth Form

*A Catholic Sixth Form in the Diocese of Arundel and Brighton*

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# ADMISSIONS POLICY

## For admission in 2020-21

Age range for sixth form: 16 - 18

Expected number on roll in September 2020: 390

# Admissions Policy for Admission in 2020-21

**EXTERNAL CANDIDATES PUBLISHED ADMISSION NUMBER: 40  
(If capacity allows additional spaces may be offered above PAN)**

Salesian Sixth Form was founded by the Catholic Church to provide education for children of Catholic families. The sixth form is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its articles of association and seeks at all times to be a witness to Jesus Christ.

As a Catholic sixth form, the governors aim to provide a Catholic education for all pupils. At a Catholic sixth form, Catholic doctrine and practice permeate every aspect of the sixth form's activity. The governors ask all students applying for a place to respect this ethos and its importance to the school community.

Although Catholic individuals have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place. The school welcomes applications from those of other denominations and faiths, or of none.

The sixth form was set up primarily to serve the Catholic community in the Deanery of Weybridge.

## Conditions of Entry

Students will only be admitted into the Sixth Form if, in the judgement of the Sixth Form Team, a suitable course is available for them that is appropriate and meets their needs.

Students who achieve a place in the Sixth Form will be guided by the Sixth Form Team on suitable courses to follow, and students will not be permitted to follow a course deemed unsuitable.

Students are only eligible to study at Salesian if they are following a full time course. A full time course comprises a minimum of 3 A Levels.

\*This condition may be waived in exceptional circumstances and at the discretion of the Sixth Form Team.

## Minimum Entry Requirements

Students already educated at Salesian School during Years 7-11 will automatically be eligible for Salesian Sixth Form so long as they meet both the minimum entry requirements and the Conditions of Entry as listed above.

Applications are welcomed from students who attended other high schools and wish to apply for a place at Salesian Sixth Form. To be admitted students from other schools must meet both the minimum entry requirements and the Conditions of Entry as listed above.

Please note the minimum entry requirements are a grade 5 in English and Maths. Certain subjects have a minimum requirement of a 6 and these can be found in the course information booklet.

Regardless of attainment, all students will be required to demonstrate that they have made at least expected progress through their time in secondary school.

\*N.B. Students with grade 4 in English and Maths who have made excellent progress may still be admitted into the Sixth Form but may have a limited curriculum choice available to them.

We encourage students and their parents to visit Salesian Sixth Form in order to find out more about how we work and the education that we offer. An open evening will take place in September.

## Procedure for Admissions

### 1. Application to Salesian Sixth Form in respect of Salesian students

Students already educated at Salesian school during years 7-11 will have a right to transfer to the sixth form, subject to them meeting both the minimum entry requirements and conditions of entry. Internal applicants are required to complete an **internal** formal application and this must be submitted by **Friday 20<sup>th</sup> December 2019**.

### 2. Application to Salesian Sixth Form in respect of external students

Applications are welcomed from students who attended other secondary schools and wish to apply for a place at Salesian Sixth form.

Due to the Sixth Form's strict admissions criteria it is very important that all students are aware that they will need to fill out an **external** Sixth Form Application Form and meet both the minimum entry requirements and conditions of entry as listed above.

The completed Sixth Form Application Form must be returned to the Admissions Secretary, Mrs Sherillyn Bullock, at the above address at the latest, by: **Friday 20<sup>th</sup> December 2019**.

A receipt will be issued, either by hand, by post or by email to acknowledge the completed form. (If you have not received a receipt within one week of submitting the form you should contact Mrs Sherillyn Bullock immediately).

**Meetings for Years 12 or 13 will be held to provide advice on options and entry requirements for particular courses. Please note, these meetings do not form part of the decision making process on whether to offer a place.**

It is really important that forms are completed and returned as they collect essential information to allow the Governors to put all applicants in order of priority for admission under the Salesian Sixth Form Admissions Policy. The Governors are the admissions authority for the school and are responsible for deciding the order of priority for admissions to the school.

If there are 40 or fewer external applications, all external applicants who meet both the minimum entry requirements and the conditions of entry will be allocated a place. The school operates an equal preference system so all applications are treated equally against the admissions criteria.

If there are more than 40 external applications received who all meet both the minimum entry requirements and the conditions of entry, those external places will be allocated according to the oversubscription criteria and in the order stated.

#### **Oversubscription Criteria:**

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Baptised Catholic Looked After students (children in care) and/or Baptised Catholic students who were previously Looked After Children (see note a. and b.)
2. Baptised Catholic students attending other secondary schools (see note b.)
3. Looked After students (children in care) and/or students who were previously Looked After Children (see note a.)
4. Any other students attending other secondary schools

**Final Tiebreaker:**

Priority will be given to children living closest to the school determined by the shortest distance (see note c.).

**Appeals**

Students who are unsuccessful in their application for a place in the Sixth Form are entitled to appeal to an independent panel if they disagree with the decision. Any appeal should in the first instance be directed to the Admissions Secretary, who will explain the procedure.

**Waiting List Policy**

If a place is not offered to a student because of over-subscription, their name will be put on a waiting list. The list will be in the descending hierarchical order of the categories in the admission criteria. In order to support the needs of Catholic families moving into the area, and regardless of other factors, a student's position on the list may change if the Sixth Form adds a student's name to the list that has a higher priority eg a baptised Catholic student whose family is moving or has recently moved into the area.

**Late Applications**

Applications received after the closing date will only be considered, depending on the availability of places and according to the Admissions Criteria, and will only be considered when applications who met the deadline have been processed.

**Previous Year's Admissions**

2016 193 (including 36 external students)

2017 182 (including 50 external students)

2018 181 (including 47 external students)

**Notes (these form part of the admission arrangements):**

a) A **'Looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A **'Previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order.

b) **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). This will normally be evidenced by a Baptismal Certificate 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 child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a student to be treated as Catholic, evidence of baptism or reception into the Church will be required. In terms of an application to this school, a student will not be treated as Catholic if the date for baptism or the ceremony of acceptance into the Catholic Church is after the closing date for applications. 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 laws of the Church.

c) **Distance:** Distance will be measured in a straight line from the student's home address to the nearest gate for pupils to use at the school using the Local Authority's computerised measuring system.

A student's home address is considered to be a residential property that is the student's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements.

In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school. In the unlikely event that any two or more students live equidistant from the school, and in all other ways have equal eligibility for a place, the names will be issued a number and drawn randomly to decide which student receives priority. This will be supervised by a person independent of the school.