

**ADMISSIONS POLICY**

# Salesian College

*A Catholic College in the Diocese of Arundel and Brighton*

Highfield Road, Chertsey, Surrey KT16 8BX

Telephone: 01932 578681

Email: [info@salesian.surrey.sch.uk](mailto:info@salesian.surrey.sch.uk) Website: [www.salesian.surrey.sch.uk](http://www.salesian.surrey.sch.uk)

## ADMISSIONS POLICY

### For admission in 2025-26

Age range for sixth form: 16 - 18

Expected number on roll in September 2025: 500

# Admissions Policy for Admission in 2025-26

## **NEW CANDIDATES PUBLISHED ADMISSION NUMBER: 50 (If capacity allows additional spaces may be offered above PAN)**

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

As a Catholic College, the governors aim to provide a Catholic education for all pupils. At a Catholic College, Catholic doctrine and practice permeate every aspect of the college's activity. The governors ask all students applying for a place to respect this ethos and its importance to the college 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 college welcomes applications from those of other denominations and faiths, or of none.

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

### **Conditions of Entry**

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

Students who achieve a place in the College will be guided by the College 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 / BTEC or 1 T Level.

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

### **Minimum Entry Requirements**

Students already educated at Salesian School during Years 7-11 will automatically be eligible for Salesian College 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 secondary schools and wish to apply for a place at Salesian College. 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 total of 5 GCSEs, grade 9-5s, including English and Maths. Further subject specific entry requirements can be found in the course information booklet on the College website.

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

We encourage students and their parents to visit Salesian College 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 College in respect of Salesian students

Students already educated at Salesian school during years 7-11 will have a right to transfer to the college, subject to them meeting both the minimum entry requirements, subject specific requirements and conditions of entry. Current applicants are required to complete a **current** formal application online (<https://salesian.surrey.sch.uk/collegeadmissions/>) and this must be completed by **Friday 13<sup>th</sup> December 2024**.

### 2. Application to Salesian College in respect of new students

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

Due to the College's strict admissions criteria it is very important that all students are aware that they will also need to fill out an online Application Form (<https://salesian.surrey.sch.uk/collegeadmissions/>) and meet both the minimum entry requirements, subject specific requirements and conditions of entry as listed above.

The completed College Application Form must be submitted using the above link at the latest, by: **Friday 13<sup>th</sup> December 2024**.

An automated confirmation email will be issued by email to acknowledge the completed form.

Any prospective students unable to complete the online forms may contact the college to request a paper version.

**Meetings for new and current students 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 online or in paper format and submitted, as they collect essential information to allow the Governors to put all applicants in order of priority for admission under the Salesian College Admissions Policy. The Governors are the admissions authority for the college and are responsible for deciding the order of priority for admissions to the college.

If there are 50 or fewer new applications, all new applicants who meet both the minimum entry requirements and the conditions of entry will be allocated a place. The college operates an equal preference system so all applications are treated equally against the admissions criteria.

If there are more than 50 new applications received who all meet both the minimum entry requirements and the conditions of entry, those new 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. Looked After children (children in care) and/or children who were previously Looked After Children (see note a.)
2. Baptised Catholic children (see note b.)
3. Any other children

**Final Tiebreaker:**

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

**Appeals**

Students who are unsuccessful in their application for a place in the College 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 College 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 which met the deadline have been processed.

**Previous Year's Admissions**

2020	204 (including 33 new students)	2022	246 (including 74 new students)
2021	188 (including 31 new students)	2023	222 (including 53 new 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. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.
- 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 students' 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.