St Wilfrid’s RC College, South Shields

**SIXTH FORM ADMISSION POLICY 2018-19**

The Governing Body of St Wilfrid’s RC College intends to admit up to 99 students to Year 12 in September 2018.

The Governing Body of St Wilfrid’s RC College have produced the following admissions policy to the school Sixth Form (Year 12) in September 2018.

**Applying for a place**

Applications are to be made using the St Wilfrid’s RC College Post 16 Application Form, which can be obtained by contacting the school. Students currently attending St Wilfrid’s RC College will receive these in house. Completed forms must be returned to the school by 31st May 2018. This will result in a provisional offer of a place (subject to confirmation of meeting the required academic entry requirements) and students will receive this offer by 9th June 2018. Applications received after the closing date of the 31st of May 2018 will be accepted but considered only after those received by the closing date.

**St Wilfrid’s RC College Sixth Form Entry Requirements**

The expectation is that students will have achieved the following results:

* At least 5 A\*-C grades, including mathematics and English Language.
* A minimum of a Grade B at GCSE in the subject they want to study at A Level.
* A minimum of a Merit in the subject they want to study in Vocational Subjects.

**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.

**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. 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 by 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**

• Students already on the roll of St Wilfrid’s RC College, and who meet the general entry requirements and subject specific criteria, will be offered a place in Year 12.

• Students who have a statement of Special Educational Need, and who meet the general entry and subject specific criteria will be offered a place in Year 12.

• Applications from students from other schools, who meet the general entry requirements and subject specific criteria for the courses for which they have applied, will be considered for a place in the school Sixth Form.

In the case of oversubscription either to the Sixth Form as a whole, or for particular courses, external applicants who meet the general entry requirements and subject specific criteria for the courses for which they have applied, will be considered for a place in St Wilfrid’s RC College Sixth Form in order of the following criteria:

1. Looked after students or students who were previously looked after.

2. Catholic students who live within the catchment area.

3. Catholic students who attend other secondary schools and live outside the catchment area.

4. Students with younger siblings in the school at the time of admission.

5. 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. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council’s Geographic Information System (GIS).

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.

**Catchment area**

The catchment area for St Wilfrid’s RC College is defined by the boundaries of the parishes served by the school as listed below:

Ss Peter and Paul’s, South Shields

St. Oswald’s, South Shields

St. Bede’s, South Shields

St Gregory’s, South Shields

Sacred Heart, Boldon

Holy Rosary, South Shields

St Bede’s, Jarrow

St Mary’s, Jarrow

**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.

1. 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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.**