



**St Wilfrid's RC College  
Sixth Form  
Admissions Policy  
2023 – 2024**

**St Wilfrid's RC College, South Tyneside**  
**SIXTH FORM ADMISSION POLICY 2023-24**

St Wilfrid's RC College was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body<sup>1</sup> as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school<sup>2</sup>, 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 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.

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

**Parishes served by the school**

The school serves the parishes of:

Ss Peter and Paul's, South Shields  
St Oswald's, South Shields  
St Bede's, Jarrow  
St Gregory's, South Shields  
Sacred Heart, Boldon  
Holy Rosary, South Shields  
St Bede's, Jarrow  
St Mary's, Jarrow

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. It has produced the following admissions policy to the school Sixth Form (Year 12) in September 2023. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

**Published Admission Number**

The Governing Body of St Wilfrid's RC College intends to admit up to **99** students to Year 12 in September 2023.

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<sup>1</sup> The term 'governing body' is used throughout to refer to the admission authority under the appropriate constitutional arrangements.

<sup>2</sup> The term 'school' is used throughout the document to mean a Catholic school or academy in the diocese.

### **Application Procedures and Timetable**

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 2023. 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 2023.

Applications received after the closing date of the 31st of May 2023 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 grades at 4+, including mathematics and English (or a commitment to attend resit lessons and then resit English and/or maths during the external examination windows).
- \* A minimum of a Grade 6 at GCSE in the subject they want to study at A Level.  
*(A grade 7 or higher at GCSE will be required for science and mathematics).*
- \* A minimum of a Merit in the subject they want to study in Vocational Subjects.

### **Students with an Education, Health and Care Plan (see note 1)**

The admission of students with an Education, Health and Care Plan is dealt with by a completely separate procedure. Students with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the student, and who meet the general criteria, will be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other students.

### **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 by contacting:  
Town Hall & Civic Offices  
Westoe Road  
South Shields  
Tyne & Wear  
NE33 2RL

Tel: 0191 424 7706

Email: [school.admissions@southtyneside.gov.uk](mailto:school.admissions@southtyneside.gov.uk)

[[www.st-wilfrids.org](http://www.st-wilfrids.org)]

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, as set out below, 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).

The parent has the right of appeal to an independent appeal panel.

### **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 or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

### **Oversubscription Criteria**

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

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 according to the following criteria:

1. Looked after and previously looked after students (see note 2)
2. Catholic students who live within the catchment area (see below and note 3)
3. Catholic students who live outside the catchment area (see below and note 3)
4. Students with siblings in the school at the time of admission (see note 4)
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) (see note 5).

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 on the first page.

### ***Notes and definitions***

1. **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.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) 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 arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism 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 living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. 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 law of the Church.

4. **Sibling** includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
  
5. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.