



## ADMISSIONS POLICY

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## ST MICHAEL'S CATHOLIC GRAMMAR SCHOOL

Founded by the Sisters of the Poor Child Jesus, a Voluntary Aided school in the trusteeship of St Michael's Catholic School Trustee and a member of the Loreto Education Trust.

From September 2024

Approved by Governing Body on 15 November 2022

# **SIXTH FORM ADMISSIONS POLICY for 2024-25**

Approved by Full Governors on 15<sup>th</sup> November 2022

## **Introduction**

As a Catholic School we aim to provide a Catholic education for all our pupils. At our 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 is fully supported by all families in the School. All applicants and are therefore expected to give their full, unreserved and positive support for the aims and ethos of the School.

## **Sixth Form Admission Requirements**

The same requirements apply for girls already at St. Michael's as for girls and boys applying to St. Michael's Sixth Form from other Schools.

In relation to Sixth Form admission, all applicants must meet the Sixth Form Admission Requirements specified by the school for their preferred courses, where the relevant admissions requirement will be performance in GCSE examinations, or level 2 qualifications, or NARIC verified overseas equivalent. Overseas students may be required to sit an aptitude test in the subjects they wish to study at A Level at enrolment. All applications must be supported by a supportive reference from the school the applicant attended most recently, this includes students from St Michael's Year 11.

Students must come directly into the Sixth Form from Year 11; no student will be admitted to the school to repeat/restart Year 12. Any student that has previously repeated year 11 may not be considered for admission to the Sixth Form.

The planned admission number for Year 12 entry, including existing St Michael's Year 11 students and external applicants, is 140.

No student will be admitted to Year 12 after 15 school days from the beginning of the Autumn Term; the beginning of the Autumn Term being defined as the first day of school for students.

There are a variety of Sixth Form courses on offer, each with different entry requirements. Full details of these are published annually in the Sixth Form Prospectus on the school website.

All applicants to the sixth form must submit an application form by the date published on the school's website, students who make a late application risk that all the places on the A Level courses of their choice will be full. Students must hold a conditional offer of a place which may be made following a Careers Information Advice and Guidance (CIAG) meeting with the school. On GCSE results day, applicants holding a conditional offer must attend an enrolment meeting with the school where the place may be confirmed if the published eligibility criteria have been met. At this stage, other conditions for admissions must be met in addition to academic achievement, such as NARIC certificates for overseas qualification equivalences, and eligibility to receive free education in the United Kingdom.

Where the number of eligible students reaching the required standards in GCSE or equivalent exceeds the number of places available, existing St Michael's Catholic Grammar School students will be given priority for admission to the Sixth Form. Further oversubscription will be in accordance with the Sixth Form Oversubscription Criteria.

## **Sixth Form Oversubscription Criteria**

In the event of over-subscription of candidates who meet the published Sixth Form Entry Requirements and hold a conditional offer, then the following criteria will be used and in the following order of priority:

1. Those who attended St Michael's in Year 11
2. Catholic girls and boys who are looked after or have previously been looked after.
3. Catholic girls and boys who exceed the minimum entrance requirements
4. Non-Catholic girls and boys who are looked after or have previously been looked after.
5. Girls and boys from other Christian denominations who exceed the minimum entrance requirements
6. Other girls and boys who meet the minimum entrance requirements.

In the event that two or more applicants are of equal ranking under any of the criteria, but cannot all be admitted, then priority will be given to the applicant whose Home address is nearest to the School.

## **Application Procedure**

Applications for applicants from other Schools should be received by the School by 28 February 2024. Applicants will be informed in writing whether the School is able to make them a conditional offer of a place, or a place on the waiting list. Any offer will be provisional upon GCSE results. Students who make a late application run the risk that all the places on the A Level courses of their choice will be taken.

**N.B. Where misleading information has been given or has been allowed to remain on the form then governors reserve the right to withdraw the place even if the child has already started at the School.**

## **Appeals**

Unsuccessful applicants have a right of appeal to an independent panel, such appeals must be lodged by 4:00pm on the 31<sup>st</sup> May.

## **Definitions:**

1. 'Catholic' means a member of a Church in full communion with the See of Rome. This will normally be evidenced by a Certificate of Baptism in the Catholic Church or a Certificate of Reception into the full communion of the Catholic Church. For the purpose of this Policy this includes a looked-after child who is part of a Catholic family where a Certificate of Catholic Practice demonstrates that the child would have been baptised or received 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).
2. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their

communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. A baptism certificate should be produced as evidence of belonging to the denomination. In Churches that do not practise infant baptism, a letter from the minister confirming membership of the faith community will be accepted.

3. Both Currently Looked After and Previously Looked After are considered to be 'Looked After' in this Policy. Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made. Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a child arrangements order (in accordance with Section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).
4. 'Home Address' is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the Parent who receives child benefit for that child, or in the absence of child benefit it is the address of the Parent with whom the child resides for the greater duration. Proximity to the school means nearest first, measured 'as the crow flies' from the main entrance of the school to the front door of the child's home address (house or flat), using Barnet's Geographical Information System (GIS), with those closer to the school receiving higher priority. In the event of a tie between two or more children with equal proximity to the school, lots will be drawn. The system of deciding lots will be the one recommended by the London Borough of Barnet Admissions Authority.