

## Admissions Policy for Catholic Sixth Form Colleges in the St Thomas Aquinas Catholic Multi-Academy Trust

School	Published Admission Number for Year 12 (Internal and external students combined)	Admission Number for External Students Year 12 (Minimum No.)	Local Authority
<b>De Lisle College – a Catholic Voluntary Academy Loughborough</b>	150	25	Leicestershire
<b>English Martyrs’ Catholic School – a Voluntary Academy in Leicester</b>	120	20	Leicester City
<b>St Paul’s Catholic School – a Voluntary Academy in Leicester</b>	130	20	Leicester City

This policy will apply to all admissions into year 12 for the academic year 2024-25.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of students, their parents or carers who are not of the faith of these schools to apply for and to be considered for places. Applications are welcome from all students, their parents and carers, regardless of faith or background, who would like to be educated in a Christian environment. However, we ask all students, their parents or carers applying for a place to respect this ethos and its importance to the school community.

The St Thomas Aquinas Catholic Multi-Academy Trust is the admission authority for all the schools within the Trust and is responsible for determining the admissions policy. All decisions relating to admission applications have been delegated by the Trust to the local governing body of the school applied for.

### Contents:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li><b>1. Application Process</b></li> <li><b>2. Admission Number</b></li> <li><b>3. Admission Criteria</b></li> <li><b>4. Allocation of places</b></li> <li><b>5. Oversubscription</b></li> <li><b>6. Late applications</b></li> </ol> | <ol style="list-style-type: none"> <li><b>7. Waiting Lists</b></li> <li><b>8. Admission of Students Outside Normal Age Group</b></li> <li><b>9. Appeals</b></li> <li><b>10. Fraudulent Information</b></li> </ol> |
|--|---|

### 1. APPLICATION PROCESS

**Internal Applications:** Students in Year 11 at the school are entitled to a place provided they meet the minimum entry and subject specific academic requirements. Information, advice and guidance will be offered to all students in Year 11 and a meeting to provide advice on options and entry requirements to determine the school’s ability to provide for the student’s course requirements. All applicants, both internal and external, must complete a Sixth Form application form. **This will determine the number of spaces available on each course for external applicants.**

**External Applications:** All external applicants meeting the minimum entry and subject specific academic requirements and completing a Sixth Form application form will be offered a place unless the number applying is more than the admissions number. In the event of oversubscription, the oversubscription criteria will be used for course allocation to determine how places are offered.

**How to apply:** All Post 16 applications are processed through PS16 (Positive Steps @ 16), which is an online system which can be found here: <https://www.ps16.co.uk/login/> . Your teachers will show you how to do this at your school.

External students will need to create an account on PS16 and complete all relevant sections, they also need a positive supportive reference from their current school.

Deadline of submission of applications is 31<sup>st</sup> January 2024.

## **2. ADMISSION NUMBER**

In addition to students from the school's Year 11, the school will admit further students from other schools to Year 12. Please see the relevant school's external admission number above. The school is allowed to exceed this number but will only do so for a student who achieves the admission criteria and if there are places in the subjects the student wishes to study.

## **3. ADMISSIONS CRITERIA**

Both internal and external students wishing to enter the Sixth Form will be expected to have met the same minimum academic entry requirements for the Sixth form. These are that students will have achieved at least two grade 5s and four grade 4s at GCSE. A minimum of grade 4 in English and Maths is recommended for all courses. Some courses may require higher grades.

Students who gain the minimum entry requirements at GCSE will be considered for entry and will be advised on an individual basis as part of the information, advice and guidance process, if it is felt that a different program of study is more appropriate.

In addition to the Sixth Form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

***N.B. Any offer is dependent on there being sufficient numbers to run the course***

## **4. ALLOCATION OF PLACES**

Immediately after the closing date for applications on 31<sup>st</sup> of January 2024 we calculate the number of students who have applied for each subject. The number of classes for each of these subjects is then determined, to ensure reasonable class sizes. We are constrained by our teaching capacity and by the availability of specialist rooming in each subject. Class sizes may vary according to Health and Safety and curriculum considerations.

However, if a subject area is full but places still exist in the Sixth Form overall, prospective students will be offered suitable alternative courses if they meet the entry requirements of those subject areas.

## **5. OVERSUBSCRIPTION**

Oversubscription can occur where more students qualify for a particular subject than the school have capacity to accommodate i.e. they cannot reasonably provide sufficient places because they do not have the teaching capacity and/or specialist rooming for that subject.

Therefore, the governing body will draw up a ranked list based on the oversubscription criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

### ***Oversubscription Criteria***

1. Young persons who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note 1)
2. Baptised Catholics (see Note 2)
3. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)
4. Young people of other Christian denominations whose membership is evidenced by a minister of religion (see Note 6)
5. Young people of other faiths whose membership is evidenced by a religious leader (see Note 7)
6. Any other young people

### ***Tie breaker***

If the above criteria are insufficient for a decision to be made then we will distinguish between candidates using the distance from their home address to the Sixth Form. Priority will be given to young people who live nearest to the academy using the same method of measurement as used by the Local Authority within which the academy is located (see note 8).

## **6. LATE APPLICATIONS**

Late applications received after the closing date will be considered in date order and if spaces remain on their chosen course.

## **7. WAITING LISTS**

Waiting Lists for admission for year 12 will remain open until the end of the autumn term of the year applied for.

The waiting list will only include those having met the minimum academic entry criteria and who wish to be placed on it. You must advise the school in writing if you wish to be included on the waiting list. It will operate for those not offered a place by 1 September and for those applying for a place after this date. It will operate until 31 December of the application year. It will be organised in accordance with the oversubscription criteria above and if a place becomes available a fresh sequencing of students will take place.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria. Inclusion on a school's Waiting List does not mean that a place will eventually become available.

## **8. ADMISSION OF STUDENTS OUTSIDE NORMAL AGE GROUP**

Those students who apply underage and meet the school entry requirements will be offered a place. They may if they wish defer entry until they are 16 years of age although they must ensure that they remain in full time education during the intervening period. Under normal circumstances applicants who are over-age will not be considered.

## **9. APPEALS**

If an applicant is not offered a place, students have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school governing body and will be heard by an independent panel. The decision of the panel will be binding on the school.

## **10. FRAUDULENT INFORMATION**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

### **NOTES (THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA)**

1. A looked after young person is a young person 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. A young person is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Previously looked after children are young persons who were looked after, but ceased to be so because they were adopted (or became subject to a child-arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in *section 8 of the Children Act 1989*, as amended by *section 12 of the Children and Families Act 2014*. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. *Section 14A of the Children Act 1989* defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. 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 if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria 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.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. '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 to 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 (CTE) and Churches Together in Wales (CYTUN) 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.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the minister of religion for that church.

7. 'Other faiths' means young people who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the religious leader of the community.

8. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.