



SIXTH FORM ADMISSION POLICY 2019-20

St Thomas More Roman Catholic Academy and Sixth Form College was founded by the Catholic Church to provide education for students of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and Articles of Association and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic students in accordance with the oversubscription criteria listed below.

As a Catholic school, 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 (see note 11) 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 admissions arrangements.

Our Aims Are:

- ◆ to be a prayerful community based on Christian values notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals.
- ◆ to provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others.
- ◆ to give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- ◆ to encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity.
- ◆ to help students grow into confident, open, resourceful young people with a sense of responsibility and of service.

The governing body is the admissions authority and has responsibility for admissions to this school.

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

Published Admission Number

The sixth-form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth-form of the school will be offered in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

The governing body has set its admission number at 50 pupils to year twelve for external applicants to the sixth-form in the school year which begins in September 2019.

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.

Application Procedures and Timetable

To apply for a place at this school, the parent must complete a Sixth Form Application Form available from the school together with the Sixth Form Prospectus, which details the academic entry requirements for admission to individual courses. The parent will be advised of the outcome of the application by the school.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is **Friday, 1 March 2019**. Any applications received after the closing date will be accepted but considered only after those received by the closing date.

A provisional offer of a place, subject to confirmation of meeting the required academic entry requirements, will be made by **Wednesday, 27 March 2019**.

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. The waiting list will be held open until the 31 December 2019. 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 by contacting the Assistant Headteacher in charge of Sixth Form on 0191 2588340 or info@stmacademy.org.uk 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.

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 students 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 student where admission is requested under any local protocol that has been agreed by

both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the student 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

Where there are more applications for places than the number of places available, places will be offered to students who meet the entry requirements according to the following order of priority.

- *First priority in each category will be given to children who will have a sibling attending the school in September 2019.*
 1. Looked after and previously looked after students. (see notes 2)
 2. Other Catholic students. (see note 3)
 3. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
 4. Students of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made (note 11)
 5. Students of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
 6. Students of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
 7. Any other students.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to students living closest to the school determined by the shortest distance. Distance is measured in a straight line, from a single fixed central point of the parental home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and North Tyneside Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place.

In the event of distances being the same for two or more students 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.

ENTRY REQUIREMENTS

- General and course specific entry requirements are detailed in the Sixth Form Prospectus.

1. 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 child. 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 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.

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 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 (e.g. a looked after child in the process of adoption by a Catholic family).

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. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally 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.
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 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 CYTŪN 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.

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.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 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.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **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 child must not be used as the home address. Documentary evidence may be requested.
1. **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 student of a parent's partner where that student lives for at least part of the week in the same family unit at the same address as the applicant.
9. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
10. A **member of staff** includes all school staff who are under the direct employment of the governing body of the school.

This policy should be read in conjunction with the local authority's admission guidance for parents.