



# St Peter's Sixth Form

*A Catholic Sixth Form in the Diocese of Arundel and Brighton*

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## ADMISSIONS POLICY

### For admission in 2021/2022

**Version 1**

Age range for Sixth Form: 16 - 18

Expected number on roll in September 2021: 300

The admission arrangements (i.e Policy and Subject Choice Forms) were determined on: 03/02/2020

Next Review: Autumn 2020

## **ADMISSIONS POLICY**

St Peter's Sixth Form was founded by the Catholic Church to provide education for children of Catholic families. The Sixth Form is conducted by its Governing Body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel and Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic Sixth Form, the governors aim to provide a Catholic education for all students. As a Catholic Sixth Form, Catholic doctrine and practice permeate every aspect of the Sixth Form's activity. The governors ask all students applying for a place to respect this ethos and its importance to the school community.

Although Catholic individuals have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place. The Sixth Form welcomes applications from those of other denominations and faiths, or of none.

We encourage students and their parents/carers to visit the Sixth Form in order to find out more about how we work and the education that we offer. If you would like to visit and discuss entry, please telephone our Sixth Form Co-ordinator on 01483 484993.

The school has an agreed capacity of **160 students** in Year 12. The Published Admissions Number (PAN) for external applicants is **25**. If capacity allows additional spaces maybe offered above PAN.

Internal applicants will automatically progress onto Sixth Form as long as they meet the minimum grade entry requirements and a suitable course is available to them.

## **YEAR 12 ENTRY REQUIREMENTS**

To choose any of the following options:

- A Levels
- Combination of BTEC and A Levels
- BTEC only

The entry requirement is five individual GCSE grades 9 – 5 or numerical grade equivalent in any subject. Students must additionally meet the individual subject specific criteria as published in the Sixth Form Course Information Booklet.

## **PROCEDURES FOR ADMISSION**

External students are required to complete a formal application and this must be submitted before the published closing date. A meeting will be conducted in the spring term with all applicants to discuss options and courses but this meeting does not form part of the decision making process with regards to admissions.

Governors will assess all external applicants in order of priority for admission under the Sixth Form Admissions Policy. The governors are the admissions authority for the school and are responsible for deciding the order of priority for admissions.

Once the criteria have been applied, a maximum of **25** external students will be made a provisional offer, subject to meeting the entry requirements for their programme of study by 1<sup>st</sup> September on year of entry. A waiting list will be formed if the number of applications exceeds **25**. Students will enrol on their courses in September once they have met the terms of their provisional offer.

If there are more than **25** external applications received who all meet the minimum entry requirements, those external places will be allocated according to the following categories, proportions and priorities in line with the Diocesan and Catholic Education Service Policy, statutory regulation and guidance:

- 1. Catholic 'looked after' or 'previously looked after' students**
- 2. Catholic students who have exceptional medical, social, compassionate or family needs**
- 3. Other Catholic students**
- 4. Other 'looked after' or 'previously looked after' students**
- 5. Students of other faiths**
- 6. Any other students**

### Tiebreaker

If accepting all applications in a particular category causes St Peter's Sixth Form external admissions number in that year group to be exceeded, applicants will be prioritised according to the closest distance from home to school. The distance is measured in a straight line from the address point of the student's house, as set by Ordnance Survey, to the nearest school gate available for students to use. This is calculated using the Admission and Transport Team's Geographical Information System. 'Home' is defined as the address where the child resides for 50% or more of the school week.

## DEFINITIONS

### Looked After Children

*'Looked after children' are children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made.*

*'Previously looked after children' are children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a 'child arrangements order' (in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).*

### Baptised Catholic

**'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). 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 into the Church 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). Please refer any queries to the Catholic Education Service.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. In terms of an application to this school, a child will not be treated as Catholic if the date for baptism or the ceremony of acceptance into the Catholic Church is after the closing date for applications. 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 laws of the Church.

There is a requirement for the parent/carer to obtain the priest's signature and the parish stamp or seal on the Sixth Form External Candidate Subject Choices Form. The priest concerned would be the priest of the church where the parent/carer normally worships or, if they do not practise their faith by attending Mass, the parish priest in the parish in which they are resident.

### **Children of other faiths**

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