



## **ST MICHAEL'S CATHOLIC COLLEGE SIXTH FORM ADMISSIONS POLICY for Admission in September 2025**

### **Aim**

St Michael's Catholic College is an 11-19 voluntary aided College in the Diocese of Southwark. It is in the trusteeship of the Diocese. As an academy, the college is run by an Academy Trust and Board of Directors. The college admissions policy reflects the college mission and its particular aim to provide a distinctive education for Catholic students who wish to pursue their sixth form education in a Christian environment as well as non-Catholics who are willing to support the religious ethos of the college.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into Year 12, in the school year which begins in September 2025, up to 115 per year group of which 90 are guaranteed for internal candidates and 25 are available for external candidates with reference to entry requirements set out below. In addition, 30 out of 115 places will be dedicated to the Honours pathway (to include internal and external students). If fewer than 90 of the school's own Year 11 pupils transfer into Year 12, additional external pupils who meet the criteria will be admitted until Year 12 meets its capacity of 115.

In addition to this overall limit, admission to particular courses will depend on the school being able to run the courses and there being vacancies on them. Individual courses have a maximum number of places available and specific entry requirements.

Students who are already at the academy must also formally apply to the sixth form by the given deadline. Following the meeting to provide information advice and guidance, students may transition to the sixth form as long as they meet the academic requirements as detailed below. The academic entry requirements are the same for internal and external applicants.

### **1 Admissions Policy**

**1.1** Students must meet the entry criteria for the Sixth Form in order to be admitted into Year 12 (see notes for specific requirements).

2.1 The college welcomes applications from all students aged 16 – 19. Where the college is oversubscribed, meaning that it has more applications than the number of places it has available in any one year, the following priority will be given to external applications:

1. Catholic looked after children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, who meet the academic entry requirements.
2. Other Catholic applicants who submit their application by the given deadline and who meet the academic entry requirements.
3. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residency or guardianship order including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, and who meet the academic entry requirements.
4. Other applicants who wish to pursue their education in a Christian context, who support the Catholic ethos of the college and who submit their application by the given deadline and who meet the academic entry requirements.

In the event of oversubscription in any of the above categories, as long as all students meet the academic entry criteria by subject then priority will be given to students who firstly have a sibling on the College roll at the time of admission and following that by students who live nearest to the college.

Distance is measured in a straight-line measurement using [www.freemaptools.com](http://www.freemaptools.com) from the Llewellyn Street entrance of the College to the front door of the residence, using the postcode. Evidence of residence may be required.

Where the last remaining places are to be allocated, where two or more applicants are deemed to meet the academic criteria, the places will be decided by the drawing of lots.

## **Notes Application Procedures and Timetable**

### **1) Entry Requirements**

#### 1.1

- For entry onto a 3 A level pathway, students need 8 GCSE qualifications, Maths and English Language at Level 5 or above plus 5 other subjects at level 6 or above (APS 7+). Students must also meet any specific requirements for subjects as set out in the Sixth Form Prospectus.
- To follow a technical pathway, students need 5 GCSE qualifications at grade 5, to include English Language and maths at grade 4 or above (APS 4.6+).
- To follow the A Level Honours pathway, students need 8 GCSE qualifications at grade 6 or above with 5 at grade 8 or above, including a grade 7 or above for science and maths. A grade 8/9 is required to study Further maths (APS 5.6+).
- To follow the 2 A level and one technical pathway, students need 8 GCSE qualifications at grade 6 or above, including grade 5 in English Language and maths (APS 5.6+).

- 1.2 Entry to Year 13 from Year 12 is dependent on success (a passing grade of E and above in all subjects and in line with a student's MTGs) in the internal examinations and students must meet the 6<sup>th</sup> Form behaviour/conduct expectations (see Behaviour policy). Where this is not achieved, students will be supported on to alternative courses or will be supported to resit Year 12. Final decisions for exam entries will be based on Christmas and Easter mock exams.
- 1.3 All students entering into Year 13 will have undertaken their Year 12 at St Michael's.
- 1.4 Applicants should be aware that while the age of participation in education is 18, there is no legal duty for a school to place a child after the summer term of their 16<sup>th</sup> birthday. Students applying to St Michael's for entry in 2025 must have had their 16<sup>th</sup> birthday by 31<sup>st</sup> August 2025.
- 1.5 Students in Year 12 who enrol for September 2025 but do attend college in the first four weeks of term will be off rolled.
- 1.6 Students who have been accepted onto the A level maths course will undertake testing in the first five weeks of the Year 12 course. Students must take the tests and must average 50% or more in these tests in order to remain on the course. If they do not, the college may move them off the course with immediate effect. In this case, the college will seek to move them to another available and suitable course for which they meet entry criteria
- 1.7 Catholic means the Roman Catholic Church and includes members of the Ordinariate and the Oriental Rite Churches that are in union with the Bishop of Rome. This will normally be evidenced by a certificate of Baptism in a Roman Catholic Church or another Church that is in full communion with the See of Rome. Membership is normally evidenced by a certificate of Baptism in a Roman Catholic Church or a certificate of reception into full communion within the Roman Catholic Church.
- 1.8 Siblings will be defined as natural siblings, step-siblings, half siblings, adopted and foster siblings. Evidence of the relationship may be required. This does not include other relatives e.g. cousins.
- 1.9 Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to residence orders or special guardianship orders immediately following having been looked after. It also includes children who appear to the Local Authority [the "LA"] to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 1.10 A 'looked after child' is a child 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- 1.11 All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).
- 1.12 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 orders in force prior to 22 April 2014 is deemed to be a child arrangements order.
- 1.13 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).
- 1.14 A child 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

## **Application Procedures**

- 2.1 An application form issued by St Michael’s Catholic College must be completed **Friday 10<sup>th</sup> January 2025**.

Since the application requires grade predictions so that we are reliably able to advise and guide students, applications must be accompanied by a reference from the applicant’s Head of Year who will need to confirm predicted grades. The reference will be sent separately from the application form directly to St Michael’s.

Applications that arrive after **Friday 10<sup>th</sup> January 2025** will be marked as late and students will be placed on a waiting list for enrolment in August.

- 2.2 Following the submission of application forms and depending on the places available on specific courses, and the overall number of places available, students will be invited for an information, advice and guidance meeting to ensure that the college is able to meet their academic needs. For external applicants, the decision to invite for an information, advice and guidance meeting will be based on our priorities for admission, which will be considered alongside information contained on the application form (predicted grades). Where students have submitted applications by the published deadline, we will endeavour to inform those who have not met our admission criteria in writing, by the end of January 2025.

- 2.3 The purpose of the advice and guidance meeting will be to discuss the courses

applied for and the areas of interest of the student. As the College places great emphasis on the partnership between college and home, parents/guardians are strongly requested to attend the meeting.

- 2.4 Successful applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed at the interview. The offer will be subject to meeting the entry criteria for the course. The College will endeavour to support subsequent requests for subject changes but this cannot be guaranteed.
- 2.5 Students will be required to enrol at the College on a specified date, following the publication of GCSE results. Failure to attend enrolment will result in the offer of a place being withdrawn, except where the College has received prior notification in writing.
- 2.6 Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested. The College reserves the right to alter, substitute or withdraw courses/programmes as appropriate.
- 2.7 In the event that a course is oversubscribed (typically more than 14 successful applicants for an A' Level Class and 15 students per Technical class) places will be offered on alternative courses that have spaces available. Students will fill a course allocation in order of GCSE average points score (APS) order in best eight GCSE's. If more than 30 students are eligible for the Honours Pathway, allocation will be in order of APS in eight best GCSE's.
- 2.7 Parents will be advised of the outcome of their application by St Michael's Catholic College. Unsuccessful applicants will be advised of their right of an appeal to an independent appeal panel.
- 2.8 For successful applicants a conditional offer will be made dependent only on achieving the grades required for the courses applied for. The college will assume that students are accepting the conditional offer unless otherwise notified and will be placed on a register of interest for enrolment in August.
- 2.9 A further review may take place after the exam results are published to ensure that students have met the required academic standards for entry into each of their courses. Only students who have met the sixth form criteria will be offered a firm place in Year 12. At this stage, students and parents will be required to agree and sign the sixth form code of conduct.
- 2.10 Applicants and their parents are requested to note that they are required to complete and submit all forms along with documented evidence required by all the specified deadlines (This includes the application deadline of 10<sup>th</sup> January 2025 and the conditional offer acceptance deadline May 2025). Failure to do so will affect their chances of being fully assessed against the College's oversubscription criteria.**
- 2.11 International students will also be expected to provide a NARIC certificate of comparability.

### **3. Pupils with an Education, Health and Care (EHC) Plan**

3.1 The admission of pupils with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC plan naming the school will be considered for entry if suitable courses are available and students meet the entry requirements for the Sixth Form.

### **4. Fair access Protocol**

4.1 The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

### **5. Appeals.**

5.1 Parents and/ or children whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85 (3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the college address.

Parents/Guardians have the right to make oral representations to the Appeal Panel

### **Timeline for Applications to begin the Sixth Form in September 2025:**

**21<sup>st</sup> November 2024** Sixth form open Evening. Application forms available for download or collection

**10<sup>th</sup> January 2025:** Application form deadline

**February & March 2025:** Guidance meetings

**May 2025 (as indicated by offer letter):** Notification by St Michael's Catholic College of Sixth Form conditional place offers and unsuccessful applications

**The deadline for appeals is 6<sup>th</sup> June 2025.**

Appeals hearings for conditional offers will commence 28 days from this.

Decision letters will be sent out within 5 days of this hearing

**July 2025:** Appeals process for conditional offers ends

**August 2025:** Confirmation of exam results and enrolment onto courses. A letter of notification will be sent to those students who did not meet the entry requirements.

The deadline for appeals for this will be **12<sup>th</sup> September 2025.**

Appeals hearings will commence w/b **6<sup>th</sup> October 2025.**

Decision letters will be sent out within 5 days of this hearing

**July 2024**

**Signed:**

A handwritten signature in black ink, appearing to be 'M. J. ...', written in a cursive style.

**Date: 26/09/24**

**Chair of the Governors**

**Review Date: 2025**