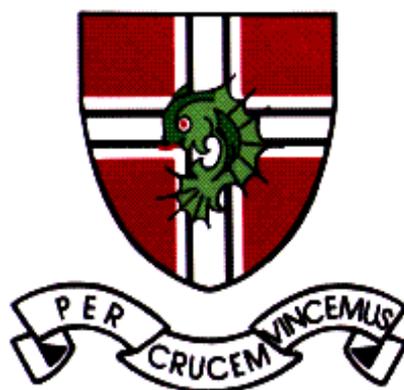


St John Fisher Catholic Voluntary Academy



Admission to the Sixth Form Policy

2018 - 2019

November 2016.

Admission Policy 2018-2019

Saint John Fisher Catholic Voluntary Academy was founded by the Catholic Church to provide education for children of Catholic families resident in the Heavy Woollen Deanery of the Leeds Diocese. The school is conducted by its Academy Council as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The Academy Council has responsibility for admissions to this school and intends to provide a place for all existing students i.e, those that have studied in Year 11 subject to students fulfilling the individual requirements of suitable courses. Places will also be provided for a maximum of 30 external students for the school year, which begins September 2018 and these are again offered subject to students fulfilling the individual requirements of suitable programmes and courses.

Over Subscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St John Fisher Catholic Voluntary Academy.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Students that have studied in Year 11 at St John Fisher Catholic Voluntary Academy
4. Baptised Catholic children with a sibling who attends St John Fisher Catholic Voluntary Academy.
5. Baptised Catholic children who are resident in the Parishes of the Heavy Woollen Deanery and Morley. The parishes are Holy Spirit, St Aidan's, St William of York (Morley), St Joseph's, St Mary's, St Patrick's, St Paul of the Cross, St Paulinus and St Thomas More. The schools are Holy Spirit, St Francis (Morley), St Joseph's, St Mary's, St Patrick's and St Paulinus.
6. Other Baptised Catholic Children.
7. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St John Fisher Catholic Voluntary Academy.

8. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
9. Other applicants

Admission to Programmes and Courses

The Sixth Form is available for all students that have studied in Year 11 of the school subject to students fulfilling the individual requirements of suitable programmes and courses as detailed in the prospectus. Remaining places are available for external students as described above.

For entry in 2017, the programme and subject specific requirements were as below. These will be updated for 2018 once The Department for Education have made clear the level of a higher pass grade at GCSE. Most GCSE courses will be assessed in levels and not in grades at that time.

For 2017, it was expected that students who wished to be enrolled onto Level 3 programmes must have achieved the following entry requirements:

- 3 A-level programme (or equivalent) – Students must have a grade 4 and 5, one English and one in Maths (for students on Science routes the 5 should be in Maths and those on more literary routes the 5 should be in English). They should also have 3 other GCSE grades at C or above.
- 4 A-level Programme – Students should have achieved a Grade 6 in English or Maths as well as 3 other GCSE grades at A* or A.

There were specific entry requirements for a number of subjects including the following:

- Maths and Further Maths (GCSE Grade 6 in Maths)
- English Language/Literature (GCSE Grade 5 in English)
- Physics and Chemistry (GCSE B grades in core/additional or Separate Sciences and a GCSE level 6 in Maths)
- Biology (GCSE B grades in core/additional or Separate Sciences)
- Psychology (GCSE Grade 5 in Maths & English)
- Law (Grade 5 in English Language or Literature)

Other Subjects have specific requirements such as the requirement to have studied the Higher Tiers and full details of these can be found in the Sixth Form Prospectus.

Continuation into the upper sixth will be dependent on previous performance e.g. performance at AS level or internal assessments.

Tie Break

Where the offer of places to all the applicants in any of the categories listed under 1-9 above would lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. Distance is measured in a straight line from a student's home address to the school. Measurements are calculated using six-figure grid references for each address taken from Ordnance

survey ADDRESS-POINT® data. This grid reference relates to a point that falls inside the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1.0 metres.

Admissions outside the normal admission round.

Applications should be made to the school and will be dealt with by the admission authority of the school i.e. the Academy Council. If there is more than one application for an available place the governors will make their decision using the oversubscription criteria listed in the appropriate policy for the year group. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and will be advised of their rights to appeal the governors' decision to an independent appeal panel.

Waiting Lists

As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above, therefore, this means that each time a child is added the list will be re-ranked. Names are normally taken off the list at the end of the academic year.

Students with a Statement of Special Educational Needs or Education, Health and Care Plans

The admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

If a child has a Statement of Special Education Need or Education, Health and Care Plan naming a school then the child is automatically offered a place at the named school.

Notes (these notes form part of the over-subscription criteria)

Catholic means a member of a Church in communion with the 'See of Rome'. This includes the Eastern Catholic Churches. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this. Alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches. This includes the Eastern Catholic Churches.

Looked After Child has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g., children with foster parents).

Looked After Children from Catholic Families – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child

that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority will seek to ensure that the child is baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent carer.

Distance will be measured as detailed above (Tie Break).

Sibling (Brother or Sister) includes children with brother or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

Twins or Triplets - where a family of twins or triplets request admission and if one sibling has been offered the last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

Live - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes.

You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carers, at different addresses, we will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.

Parish Boundaries are as shown on a map available for inspection in school.

Random Allocation – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

How to apply for a place in Sixth Form

- Students can request a copy of the Sixth Form prospectus by:
 - writing to school
 - telephoning 01924 527000
 - emailing school
 - applying online at www.ucasprogress.com
- In November each year there is an Information Evening about Sixth Form Courses. Parents and students can attend this event to find out general information about Post-16 education. In addition, specific talks are organised for many of the subjects on the curriculum.
- Application Forms should be returned to the school by 15th January 2018 indicating subject choices. Common Application Forms are available at www.ucasprogress.com

If you return the Application Form after the deadline we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered.

- A supplementary information form must be completed by all external applicants. Applicants are requested to note that applications that do not include the supplementary information form may be considered as Category 6 in the oversubscription criteria as it is information provided on this form that enables the correct category to be applied. The supplementary forms are available from the school.
- There will be guidance sessions for potential Sixth Form students early in February 2018. All students are expected to attend.
- Academic references are taken up for all students who apply.
- Letters are sent out to successful students by Easter Sunday. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel. Any appeal against non-admission to a particular course of study within the school should be referred to the headteacher in the first instance.
- Students should attend taster Days in June and July to help confirm subject choice.
- Students are asked to formally enrol onto appropriate courses on the specified dates in August after the GCSE results have been published.

*Published by the Academy Council of
St John Fisher Catholic Voluntary Academy
Oxford Road
Dewsbury
West Yorkshire
WF13 4LL*

Chair of Academy Council: Rev Dr J D Cortis



**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO
A CATHOLIC VOLUNTARY ACADEMY**

The school to which you are applying is a Catholic voluntary academy. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. ***Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

Full name of child (including surname)	
Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	
Religion of child	

Full name(s) of parent(s)/carer(s)	Relationship to child

If, at the time of admission, you will have other children attending this school, please provide details below:	
Full name(s)	Date(s) of birth

CATHOLIC CHILDREN

If you think that your application should be considered under over-subscription category 1-6 then you must supply the information below and attach the evidence requested.

Date of baptism (You must attach proof of baptism i.e. baptism certificate or a letter from your priest)		Place of baptism and address	
Name of your parish priest			

Please return your completed form to the school.

<i>For school use only</i>	
<i>Date SIF received</i>
<i>Verification of baptism</i>	<i>Year Group</i>

Equality Impact Assessment

School	St John Fisher Catholic Voluntary Academy Dewsbury
Date	November 2016
Lead member of staff	Mr K Higgins
Other involved staff/role	Governors, Admissions Staff

Proposed Plan

Background/ how this proposal has come about

Reason for proposal – to introduce new practice/provision
to change or reduce practice/provision
to remove practice/provision

Main stakeholders

Any legislation or guidance that informs the proposals

Admissions Policy and Post 16 Admissions policy

Is the proposal likely to have an adverse impact on compliance with the Equality Duty?

Eliminating unlawful discrimination, harassment and victimisation **N**

Promoting equality of opportunity **N**

Fostering good relations **N**

Please explain

Consultation Process

With whom do you plan to consult?

How?

Where is the evidence of the consultation?

Full Governing Body, all neighbouring admissions authorities, the Diocese of Leeds, the general public via the website.

Potential Issues

Characteristic	Impact of proposal (specify if impact is to pupil, parent/carer, staff, governor, other)	Positive Negative Neutral	Can barrier be removed? Y/N
Disability		Neutral	
Race		Neutral	
Sex		Neutral	
Gender reassignment		Neutral	
Pregnancy, maternity		Neutral	
Religion/belief	Baptised catholic student/students will have priority for places as allowed in law.		N
Sexual orientation		Neutral	
Marriage, civil partnership		Neutral	
Age		Neutral	

Explain in more detail