



## Sixth Form Admission Policy September 2022 - 2023

St Paul's Catholic College was founded by the Catholic Church to provide education for children of Catholic families. 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. 'The Governors ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be given a place at the school in accordance with the oversubscription criteria. We welcome applications from those of other denominations and faiths, or of none.'

EXTERNAL CANDIDATES PUBLISHED TOTAL ADMISSION NUMBER FOR WHOLE SIXTH FORM (both year 12 and 13) : 0  
(If capacity allows additional spaces may be offered above PAN)

Therefore the Governors will admit a minimum of 0 external applicants to Year 12 in 2022-2023.  
Maximum number of children in whole sixth form cohort = 200

### **Conditions of Entry**

Students will only be admitted into the Sixth Form if, in the judgement of the Sixth Form Team, a suitable course is available for them that is appropriate and meets their needs.

It is expected that students will transition directly from year 11 into year 12. This is in order to tailor the 6<sup>th</sup> form curriculum to the subject choices of the students. Where students apply in year they will only be admitted if there are spaces available in the courses that are available to them.

Students who achieve a place in the Sixth Form will be guided by the Sixth Form Team on suitable courses to follow, and students will not be permitted to follow a course deemed unsuitable.

Students are only eligible to study at St Paul's Catholic College if they are following a full time course. A full time course comprises a minimum of 3 Level 3 courses A Levels or BTEC Qualifications.

### **Minimum Entry Requirements**

Students already educated at St Paul's Catholic College during Years 7-11 will automatically be eligible for St Paul's Sixth Form so long as they meet both the minimum entry requirements and the Conditions of Entry as listed above.

Applications are welcomed from students who attended other secondary schools and wish to apply for a place at St Paul's Catholic College. To be admitted, students from other schools must meet both the minimum entry requirements and the Conditions of Entry as listed above. Please note the minimum entry requirements are a grade 4 in English and Maths. Certain subjects have a minimum requirement of a 5/6 or 7 and these can be found in the course entry requirements list available on the school website.

We encourage students and their parents to visit St Paul's Catholic College in order to find out more about how we work and the education that we offer. Open Evening dates are available on the school website but you may also contact the school at any time to arrange a tour/meet the Head of Sixth Form.

## How to Apply

### A) Application to St Paul's Catholic College Sixth Form for internal candidates.

Students already educated at St Paul's Catholic College during years 7-11 will have a right to transfer to the sixth form, subject to them meeting both the minimum entry requirements and conditions of entry. Internal applicants are required to complete the Supplementary Information form (SIF) and this should be submitted by Friday 27<sup>th</sup> November 2021.

### B) Application to St Paul's Catholic College Sixth Form for external students

Applications are very much welcomed from students who attended other secondary schools and wish to apply for a place at St Paul's Catholic College Sixth Form.

Due to the Sixth Form's strict admissions criteria it is very important that all students are aware that they will need to fill out a Sixth Form Supplementary Information Form (SIF) and meet both the minimum entry requirements and conditions of entry as listed above.

The completed Sixth Form Supplementary Information Form (SIF) must be returned to the Sixth Form Administrator, Mrs Pollard 01932 754203 [spollard@st-pauls.surrey.sch.uk](mailto:spollard@st-pauls.surrey.sch.uk)

A receipt will be issued, either by hand, by post or by email to acknowledge the completed form. (If you have not received a receipt within one week of submitting the form you should contact Mrs Pollard immediately). Meetings for Years 12 or 13 will be held to provide advice on options and entry requirements for particular courses. Please note, these meetings do not form part of the decision making process on whether to offer a place. It is really important that forms are completed and returned as they collect essential information to allow the Governors to put all applicants in order of priority for admission under the St Paul's Catholic College Sixth Form Admissions Policy. The Governors are the admissions authority for the school and are responsible for deciding the order of priority for admissions to the school.

If there are 10 or fewer external applications for year 12, all external applicants who meet both the minimum entry requirements and the conditions of entry will be allocated a place. The school operates an equal preference system so all applications are treated equally against the admissions criteria.

If there are more than 10 external applications received for year 12 who all meet both the minimum entry requirements and the conditions of entry, those external places will be allocated according to the oversubscription criteria and in the order stated.

### **Oversubscription Criteria:**

**St Paul's Catholic College has never previously been oversubscribed (at time of ratification of this policy) however were there to be more applications for places than the number of places available, places will be offered according to the following order of priority:**

1. Baptised Catholic looked after children (Children in Care) and/or Baptised Catholic children who were 'looked after children' (Children in Care) but have now been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been 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 supported by a certificate of Catholic baptism or a letter from a Catholic parish priest subject to meeting both the minimum entry requirements and conditions of entry.
2. Baptised Catholic children with exceptional social or medical needs, supported by a certificate of Catholic baptism, subject to meeting both the minimum entry requirements and conditions of entry.
3. Baptised Catholic children, supported by a certificate of Catholic baptism, subject to meeting both the minimum entry requirements and conditions of entry.

4. Looked after children (Children in Care) and/or 'looked after children' (Children in Care) who have now been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been 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 subject to meeting both the minimum entry requirements and conditions of entry.
5. Other children with a sibling at St Paul's at the time of admission subject to meeting both the minimum entry requirements and conditions of entry.
6. Any other children subject to meeting both the minimum entry requirements and conditions of entry.

**NOTES (These notes form part of the over-subscription criteria).**

- 'LOOKED AFTER CHILDREN' 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 education by them (e.g. children with foster parents).
- 'SIBLING' A sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- 'ADOPTED' An adopted child is any child who has formally been adopted and whose parent/guardian can give proof of adoption relative in England and Wales.
- 'CHILD ARRANGEMENTS ORDER' A child arrangements order is defined in S.8 of the Children Act 1989, as amended by S.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- 'SPECIAL GUARDIANSHIP ORDER' A special guardianship order is an order under the terms of the Children Act 1989 Section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).
- '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. A photocopy will be required and must be attached to the supplementary information form.
- EXCEPTIONAL SOCIAL, MEDICAL OR PASTORAL NEEDS To demonstrate an 'exceptional social, medical or pastoral need of the child which can only be met at this school', the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)** The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

**TIE-BREAK Distance** will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the main entrance (South Reception, Manor Lane) of the school. This is calculated using the Surrey 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. Where two or more children share priority for a place, e.g. where two children live equidistant from a school and only one place remains, St Paul's Catholic College will draw lots to determine which child should be given priority.

Blocks of flats, apartments or buildings where there are multiple addresses may have the same address point (where this occurs the school will draw lots to determine which child should be given priority.

In the case of multiple births, where one child is offered the last remaining place the other siblings will be admitted.

**Appeals**

Students who are unsuccessful in their application for a place in the Sixth Form are entitled to appeal to an independent panel if they disagree with the decision. Any appeal should in the first instance be directed to the Admissions Secretary, who will explain the procedure.

**Waiting List Policy**

If a place is not offered to a student because of over-subscription, their name will be put on a waiting list. The list will be in the descending hierarchical order of the categories in the admission criteria. In order to support the needs of Catholic families moving into the area, and regardless of other factors, a student's position on the list may change if the Sixth Form adds a student's name to the list that has a higher priority eg a baptised Catholic student whose family is moving or has recently moved into the area.

**Late Applications**

Applications received after the closing date will only be considered, depending on the availability of places and according to the Admissions Criteria, and will only be considered when applications who met the deadline have been processed.

Previous Year's Whole Sixth Form (total for years 12 and 13) Numbes on Roll:

2014: 239, 2015: 214, 2016: 209, 2017: 213, 2018: 215 2019: 210 2020: 235

<b>Category</b>	<b>Documentation Required</b>
1	Supplementary Information Form (Available from School Website) and proof of looked-after or previously looked-after status. Certificate of Catholic baptism.
2	Supplementary Information Form (Available from School Website) Letter from registered medical practitioner or report from social support services. Certificate of Catholic baptism.
3	Supplementary Information Form (Available from School Website) Certificate of Catholic baptism.
4	Supplementary Information Form (Available from School Website) and proof of looked-after or previously looked-after status.
5	Supplementary Information Form (Available from School Website) – <b><u>please note on this form the name of your sibling currently attending St Paul's Catholic College.</u></b>
6	Supplementary Information Form (Available from School Website)

Headteacher: James Mc Nulty  
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Tel: 01932 783811 Fax: 01932 786485  
Web: [www.st-pauls.surrey.sch.uk](http://www.st-pauls.surrey.sch.uk)  
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