



St Mary's CE High School

'Everyone is equal: everyone deserves the best'

Sixth Form & Leadership Centre ADMISSIONS POLICY 2023/2024



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St Mary's Sixth Form & Leadership Centre is part of St Mary's CE High School and provides education provision for post 16 students, aged 16-19 years. This policy sets out below the intended admission arrangements for September 2023 entry.

Admission Number: The admission number for external applicants to the St Mary's Sixth Form & Leadership Centre will be 50 students (this is in addition to students already at St Mary's CE High School transferring into the Sixth Form & Leadership Centre).

St Mary's Sixth Form & Leadership Centre will accept applications from external students for places once all internal student applications have been accommodated. The criteria for admission for external students is as stated for internal students, subject to the availability of an appropriate programme of study.

The admission of older students moving into the area or from other schools is achieved through the completion of an application form and consideration against the admission criteria for the school.

Students wishing to study in the sixth form (Years 12/13), either continuing their education at St Mary's or transferring from another school will be provided with information about the organisation of the sixth form and courses offered. Courses are offered at both Level 3 (A Level equivalent) and Level 2 (GCSE equivalent). There are also a range of other accreditations available to support different progression and learning pathways.

All admissions to the school are made in accordance with the Governors policy for admissions agreed with the Diocese of St Albans. The Governors welcome applications from students of any faith or none and families do not have to attend church to qualify for a place at the school or to be a member of the sixth form. Parents/carers wishing to apply for a place for their child in the Sixth Form & Leadership Centre will need to complete an application form. Completed forms should be sent directly to the school marked for the attention of the school's Admissions Officer. All admissions to the school are organised in accordance with the school's admission criteria.

Acceptance for sixth form study at St Mary's will be based on the admissions criteria for the sixth form. Students who satisfy the admissions criteria most closely will be invited for a guidance meeting and may subsequently be offered a place at the school. Meetings will normally take place during the autumn and/or spring term of the year prior to admission.

All application forms must be completed and returned by the closing date that is published for applications each year. External applicants should include their last academic/school report with their application form and will need to provide the contact details of their current school or school that was last attended.

Admissions Criteria: Student Applications:

A place in the Sixth Form & Leadership Centre will be available to all students in the Year 11 of St Mary's CE High School on roll in the preceding academic year to that of entry into Post 16 education.

Students must have the academic potential to at least achieve the standard entry requirement for the proposed course of studying, for example five GCSEs (or equivalent) at Grade 5 (or equivalent) or above, including Maths and English for Level 3 courses plus any other required grades for specific subjects eg, Science, Maths.

In the event of more external applications than places being available and to determine a place where there are two or more students for a final place on a programme of study, the following criteria will be used for admission to the final place:

1. Looked After Children (LAC) and all previously looked after children, including those who appear (to the admissions authority) to have been in state care outside England (IAPLAC) and ceased to be in state care as a result of being adopted or with a special guardianship or child arrangements order. The School uses HCCs published definitions for this criteria, as outlined in Note A at the end of this document.

Places still available after the previous criteria have been applied will be offered in the following order:

2. Students who regularly worship at a Church of England Church, another Christian church or a non-Christian faith and whose application is supported by their minister, priest or other religious leader. *Regular worship means attending at least once a month and for at least the past two years at the closing date for applications. Worship as part of school activities would not be considered sufficient.*
3. Students who have previously attended a church secondary school/college
4. Other students who wish to pursue their sixth form education in a Christian context and are supportive of the ethos of this Church School

In the event of a tie breaker, random allocation will be used which will be overseen by an independent person to ensure fairness.

Students who are successful in their application will be expected to attend the Sixth Form Induction Week that takes place in the summer term of the year preceding entry to the sixth form. The school reserves the right to alter, substitute or withdraw study programmes.

Appeals

All applicants refused a place have a right of appeal. If a student or parent wishes to appeal against a decision, this request should be made in writing to the Clerk to the Governors.

The Clerk to the Governors
St Mary's CE High School
Lieutenant Ellis Way
Cheshunt
Hertfordshire
EN7 5FB,

clerk@st-maryshigh.herts.sch.uk

Note A : Hertfordshire County Council published definitions for “children looked after”

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

A “child looked after” is a child who is:

- a) in the care of a local authority in England, or
- b) being provided with accommodation by a local authority in England in the exercise of their social services functions (section 22(1) of The Children Act 1989) at the time of making an application to a school

“Internationally Adopted Previously Looked After Children” is a child who 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 organization, or any other provider of care whose sole or main purpose is to benefit society

Highest priority will also be given to children who were previously looked after, including those looked after outside of England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order. These are defined as being “previously looked after children”

- All children adopted from care (in England) who are of compulsory school age are eligible for admission under this rule;
- Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under this rule

Please note: children who were not ‘looked after’ immediately before being adopted, or made the subject of child arrangement order or special guardianship order will not be prioritised under this rule.

Please note: Admissions authorities for schools designated with a religious character may give priority to all looked after children and previously looked after children whether or not of the faith, but they must give priority to looked after children and previously looked after children of the faith **BEFORE** other children of the faith. Where any element of priority is given in relation to children not of the faith, they must give priority to looked after children and previously looked after children not of the faith above other children not of the faith.

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.

¹ Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

³ This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.