



St Mary's CE High School

'Everyone is equal: everyone deserves the best'

Sixth Form & Leadership Centre ADMISSIONS POLICY 2024/2025



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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 admission arrangements for September 2024 entry.

Published Admission Number: The published 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 which meet the academic entry criteria 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.

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. 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 on-line application form on the school website. Where the number of applications for the Sixth Form exceeds the number of places available, applications will be prioritised in accordance with the school's oversubscription criteria.

Students will be invited for a guidance meeting prior to being 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 with their application their last academic/school report confirming their predicted grades and will need to provide the contact details of their current school or school that was last attended.

Academic Entry 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. **RULE 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. The School uses HCCs published definitions for this criteria, as outlined in Note A at the end of this document.
2. **RULE 2: Children for whom it can be demonstrated that they have an exceptional medical or social need to go to the school.** Clear evidence+ must be provided which clearly demonstrates why St Mary's CE High School is the only school that can meet the child's exceptional need. This evidence will be reviewed by the Governors' Admissions committee and clarification sought if necessary.

** Evidence needed – recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child. Professional evidence that outlines exceptional family circumstances, making clear why only St Mary's CE High School can meet your child's needs*

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

3. Regular worship at a Christian Church

Students or parents/carers who regularly worship at an Anglican Church or another Christian denomination and whose attendance is verified by their minister. Regular worship means the student or at least one of the student's parents/carers attends public worship at least once a month and has attended for at least the past two years at the closing date for applications. A Christian Church is a recognised Anglican Church or another Christian denomination which is a member of Churches Together in Britain & Ireland, the Evangelical Alliance or Affinity.

4. Regular worship of a mainstream non-Christian faith

Students or parents/carers who regularly take part in non-Christian faith worship and whose participation is confirmed by their appropriate faith leader. Regular worship means the student or at least one of the student's parents/carers taking part in faith-sponsored worship at least once a month and for at least the last two years at the closing date for applications.

5. Students who have previously attended a church secondary school/college

6. Any other students

Should there be over-subscription within any category, then priority will be given to those applicants whose home address is nearest to the school. A "straight line" distance measurement is used in all home to school distance measurements.

Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. Where two children live# equidistant from the School and there is a need for a tie-breaker, the available place will be allocated by means of a random draw, 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.

The school expects all students to respect the school's Christian ethos and values

Appeals

Unsuccessful sixth form applicants have a statutory right of appeal to an independent appeal panel. Full details of the appeal process will be included in the refusal letter.

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

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

These children will be prioritised under rule 1.

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 order¹ or a special guardianship order.²

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

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. Applications made for these children, with suitable supporting evidence, can be considered under rule 2.

Children previously looked after outside England and subsequently adopted will be prioritized under rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

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 organization, or any other organisation whose sole or main purpose is to benefit society.

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.

Note B: Home address

The address provided on the application form must be the child’s current permanent address at the time of application

- “At the time of application” means the closing date for applications
- “Permanent” means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months **and** the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with Hertfordshire County Council’s Shared Anti-Fraud Service.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two address equally, parents/carers should make a single joint application naming one address.

If a child’s permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If HCC receives two different applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.