



St Mary's CE High School

'Everyone is equal: everyone deserves the best'

Sixth Form & Leadership Centre ADMISSIONS POLICY 2025/2026



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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 2025 entry.

Published Admission Number: The published admission number for external applicants to the St Mary's Sixth Form & Leadership Centre will be 20 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. Parents/ carers who are unable to access the on-line form should contact the school on [*insert phone number*] to request a paper copy. 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 to discuss options and academic entry requirements for particular courses. This meeting is not part of the process for deciding whether or not to offer a place and all applicants will be considered using the published admission rules only.

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. 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 definition for this criterion, 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 an Anglican Church or another Christian** denomination and whose application is supported by their minister.
**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.*
***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.*
3. Membership of a mainstream non-Christian faith – Students whose membership of a non-Christian faith community for at least the last two years immediately prior to the close date for applications is confirmed by their faith leader.
4. Students who have previously attended a church secondary school/college
5. Other students who wish to pursue their sixth form education in a Christian context and are supportive of the ethos of this Church School

Should there be over-subscription within any category then priority will be given to those applicants who live nearest to the school measured by using the Hertfordshire Local Authority's "Find your nearest school" online facility.

The measurement is taken from the point of your child's house to a point of distance which has been agreed by the Governors on the school site. Should two applicants have the same home to school distance a random allocation will be made and that process will be independently supervised.

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” [note: slightly re-ordered]
Children looked after and children who were previously looked after, including children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are those who were looked after but ceased to be so because of being adopted or becoming subject to a child arrangements order or a special guardianship order.

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.

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) [...]

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.

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”.

The child’s previously looked after looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place ... because he or she would not otherwise have been cared for adequately and
- ii. to have ceased to be in that state care as a result of being adopted

A child is in “state care” if he or she is in the care of, or accommodated by:

- a) a public authority
- b) a religious organisation or
- c) any other organisation the sole or main purpose of which is to benefit society

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

Addresses will be 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 addresses 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.