



## **ST MICHAEL'S CATHOLIC COLLEGE SIXTH FORM ADMISSIONS POLICY for Admission in September 2020**

St Michael's Catholic College is an 11-19 voluntary aided College in the Diocese of Southwark. It is in the trusteeship of the Diocese. As an academy, the college is run by an Academy Trust and Board of Directors. The college admission policy reflects the college mission and its particular aim to provide a distinctive education for Catholic students who wish to pursue their sixth form education in a Christian environment as well as non-Catholics who are willing to support the religious ethos of the college.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into Year 12, in the school year which begins in September 2020, up to 111 per year group of which 90 are guaranteed for internal candidates and 21 are available for external candidates with reference to entry requirements set out below. In addition, 15-20 out of 111 places will be dedicated to the Honours pathway (to include internal and external students). Students who are already at the academy must also formally apply to the sixth form by the given deadline. Following the meeting to provide information advice and guidance, students may transition to the sixth form as long as they meet the academic requirements as detailed below. The academic entry requirements are the same for internal and external applicants.

### **1) Entry Requirements**

#### **1.1**

- For entry onto a 3 A level pathway, students need 8 GCSE qualifications, to include 5 at grade 6 or above, including grade 5 for English and maths. Students must also meet any specific requirements for subjects as set out in the Sixth Form Prospectus.
- To follow a technical pathway, students need 5 GCSE qualifications at grade 5, to include English and maths at grade 4 or above.
- To follow the A Level + pathway, students need 8 GCSE qualifications at grade 6 or above, including a grade 7 or above for Science and maths. A grade 8/9 is required to study Further maths.
- To follow the 2 A level and one Technical pathway, students need 5 GCSE qualifications at grade 6 or above, including grade 5 in English and maths.

- 1.2 Any student embarking on Advanced Level courses who has not achieved a level 2 (GCSE or equivalent) qualification in Mathematics or English will be required to continue to study these subjects with examinations in November or June of Year 12.
- 1.3 Entry to Year 13 from Year 12 is dependent on success (grade E or above) in the internal examinations. Where this is not achieved, students will be supported on to alternative courses or will be supported to resit Year 12.
- 1.4 All students entering into year 13 will have undertaken their Year 12 at St Michael's.

## **2 Admissions Policy**

- 2.1 The college welcomes applications from all students aged 16 – 19. Where the college is oversubscribed, meaning that it has more applications than the number of places it has available in any one year, the following priority will be given to external applications:
  1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order who meet the academic entry requirements.
  2. Other Catholic applicants who submit their application by the given deadline and who meet the academic entry requirements.
  3. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residency or guardianship order and who meet the academic entry requirements.
  4. Other applicants who wish to pursue their education in a Christian context, who support the Catholic ethos of the college and who submit their application by the given deadline and who meet the academic entry requirements.

In the event of oversubscription in any of the above categories, as long as all students meet the academic entry criteria by subject then priority will be given to students who firstly have a sibling attending the college and following that by students who live nearest to the college.

Where the last remaining places are to be allocated, where two or more applicants are deemed to meet the academic criteria, the places will be decided by the drawing of lots.

## **3. Application Procedures and Timetable**

- 3.1 An application form issued by St Michael's Catholic College must be completed and returned by the parents/guardian in person to the **Sixth Form Admissions Secretary, St Michael's Catholic College, Llewellyn Street, Bermondsey, London SE16 4UN by Friday 29<sup>th</sup> November 2019.**

Since the application requires grade predictions so that we are reliably able to advise and guide students, it will need to be accompanied by a valid school or college stamp or covering letter, confirming the accuracy of those predictions. Applications that arrive after 29<sup>th</sup> November will be marked as late.

- 3.2 Following the submission of application forms and depending on the places available on specific courses, and the overall number of places available, students will be invited for an information, advice and guidance meeting to ensure that the college is able to meet their academic needs. For external applicants, the decision to invite for an information, advice and guidance meeting will be based on our priorities for admission, which will be considered alongside information contained on the application form (predicted grades). Where students have submitted applications by the published deadline, we will endeavour to inform those who have not met our admission criteria in writing, by the end of December 2019.
- 3.3 The purpose of the advice and guidance meeting will be to discuss the courses applied for and the areas of interest of the student. As the College places great emphasis on the partnership between College and home, parents/guardians are strongly requested to attend the meeting.
- 3.4 Successful applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed at the interview. The offer will be subject to meeting the entry criteria for the course. The College will endeavour to support subsequent requests for subject changes but this cannot be guaranteed.
- 3.5 Students will be required to enrol at the College on a specified date, following the publication of GCSE results. Failure to attend enrolment will result in the offer of a place being withdrawn, except where the College has received prior notification in writing.
- 3.6 Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested. The College reserves the right to alter, substitute or withdraw courses/programmes as appropriate.
- 3.7 Parents will be advised of the outcome of their application by St Michael's Catholic College. Unsuccessful applicants will be advised of their right of an appeal to an independent appeal panel.
- 3.8 For successful applicants a conditional offer will be made dependent only on achieving the grades required for the courses applied for. Students must accept their conditional offer by the specified deadline or will be placed on a waiting list for enrolment in August.
- 3.9 A further review may take place after the exam results are published to ensure that students have met the required academic standards for entry into each of their courses. At this stage, students and parents will be required to agree and sign the sixth form code of conduct.

**3.10 Applicants and their parents are requested to note that they are required to complete and submit all forms along with documented evidence required by the specified deadlines. Failure to do so will affect their chances of being fully assessed against the College's oversubscription criteria.**

### **3.11 Pupils with an Education, Health and Care (EHC) Plan**

The admission of pupils with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC plan naming the school will be considered for entry if suitable courses are available.

## **4. Fair access Protocol**

4.1 The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## **5. Appeals.**

5.1 Parents and/ or children whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85 (3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the college address.

Parents/Guardians have the right to make oral representations to the Appeal Panel

\*Please note the timeline has been amended in March 2020 due to the Covid-19 outbreak and closure of the college.

### **Timeline for Applications to begin the Sixth Form in September 2020:**

**15<sup>th</sup> October 2019** Sixth form open Evening. Application forms available for download or collection

**29<sup>th</sup> November 2019:** Application form deadline

**January 2020:** IAG meetings

**Week beginning 4<sup>th</sup> May 2020:** Notification by St Michael's Catholic College of Sixth Form conditional place offers and unsuccessful applications

**The deadline for appeals is 1<sup>st</sup> June 2020.**

Appeals hearings will commence 28 days from this.

Decision letters will be sent out within 5 days of this hearing

**July 2020:** Appeals process ends

**August 2020:** Confirmation of exam results and enrolment onto courses. A letter of notification will be sent to those students who did not meet the entry requirements.

The deadline for appeals for this will be **18<sup>th</sup> September 2020**.

Appeals hearings will commence w/b **5<sup>th</sup> October 2020**.

Decision letters will be sent out within 5 days of this hearing

**July 2019**

**Signed:** ..... **Date:**.....

**Chair of the Governors**  
**Review Date: 2020**