



St Michael's Catholic College

Llewellyn Street, Bermondsey, London SE16 4UN

Tel: 020 7237 6432

www.stmichaelscollege.org.uk

Principal: Ms Felicity Corcoran
Vice Principal: Ms Charlotte Sayed
Vice Principal: Ms Joanna Nottage

15th December 2023

To whom it may concern,

Consultation on admission arrangements to St Michael's Catholic College Bermondsey for the year 2025-2026

The Governing Body at St Michael's Catholic College is currently determining proposed admission arrangements for admissions to the School in September 2025. This includes for Year 7 and for Year 12.

As determined by the School Admissions Code, we are required to consult on these arrangements and are inviting comments on the proposed changes.

Copies of the proposed Admission Policies are available on our Website at:

<https://www.stmichaelscollege.org.uk/admissions-criteria/>

Admissions Arrangements for Year 7 entry September 2025

The Governing Body is proposing amendments to the Admissions arrangements. From September 2025 they propose to:

1. Remove the requirement for a Priest Form.
2. Require parents to supply a certificate of catholic practice following guidance from the Diocese Education Commission.
3. Remove 5 of the current Feeder Schools (one of which has recently closed) and add 1 new Feeder School to the list.
4. Simplify the criteria for Baptised Catholic Children following the Diocesan Guidance for schools to accept a Certificate of Catholic Practice.

Current arrangements and the proposed arrangements are shown in tabular form at Appendix 1 with changes highlighted in yellow.

Admissions Arrangements for Year 12 entry September 2025

The Governing body is proposing amendments to the Admissions arrangements. From September 2025 they propose to:

1. Move the section on application procedures to the Notes/Procedures section.
2. Add a note to the notes/procedures section - Students in Year 12 who enrol for September 2025 but do attend college in the first four weeks of term will be off rolled.

Current arrangements and the proposed arrangements are shown in tabular form at Appendix 2 with changes highlighted in yellow.

If you wish to comment on any of the proposed arrangements then please use the link below to fill in a google form giving your response:

<https://forms.gle/L1eboDpaA5kx7Aj7>

Alternatively you can send your comments in to the school at the address below:

Admissions Secretary
St Michael's Catholic College
Llewellyn Street
Bermondsey
London
SE16 4UN

The Consultation runs from now and comments should be received no later than 5.00pm on 31st January 2024.

Yours faithfully,



Mrs Shaw
Admissions Secretary

Appendix 1 - Changes to admissions arrangements for Year 7 entry 2025

Current Admissions Criteria	Proposed Admissions Criteria																																																								
<div><div>1. Looked After Catholic Children or Looked After Children in the care of Catholic families, previously Looked After Catholic children or previously Looked After children in the Care of Catholic families but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) and internationally adopted previously looked after children.</div><div>2. Baptised Catholic children. Evidence of Baptism will be required. Applications in this category will then be placed within the following subcategories, based on the strength of evidence to the faith as demonstrated by the level and length of the family’s Mass attendance on Sundays and whether the applicant attends a feeder school. Evidence must be provided by the parent/guardian and be endorsed by a priest at the church(es) where the family normally worship or have worshipped.</div></div> <table><tr><th></th><th>Baptism</th><th>Sunday Mass Attendance</th><th>Primary School</th></tr><tr><td>a</td><td>Baptised</td><td>Weekly for the past three years</td><td>Feeder School</td></tr><tr><td>b</td><td>Baptised</td><td>Weekly for the past three years</td><td>Other School</td></tr><tr><td>c</td><td>Baptised</td><td>Once or twice a month for the past three years</td><td>Feeder School</td></tr><tr><td>d</td><td>Baptised</td><td>Once or twice a month for the past three years</td><td>Other School</td></tr><tr><td>e</td><td>Baptised</td><td>Less than once a month for the past three years</td><td>Feeder School</td></tr><tr><td>f</td><td>Baptised</td><td>Less than once a month for the past three years</td><td>Other School</td></tr><tr><td>g</td><td>Baptised</td><td>Less than three years</td><td>Feeder School</td></tr><tr><td>h</td><td>Baptised</td><td>Less than three years</td><td>Other School</td></tr></table> <div><div>3. Other Looked After Children or previously Looked After Children that ceased to be so, because they were adopted, or became subject to residence order or special guardianship order and internationally adopted previously looked after children.</div><div>4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required or attendance at RCIC programme will be required.</div><div>5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.</div><div>6. Children of families who are members of other Christian denominations that are part of Churches Together in England. To demonstrate membership, applicants will need to provide evidence of baptism or dedication (where applicable) and confirmation of membership from the priest or minister of a designated place of worship.</div><div>7. Children of other faiths and whose membership to that faith can be confirmed by a priest, minister or religious leader of a designated place of worship.</div><div>8. Any other children.</div></div>		Baptism	Sunday Mass Attendance	Primary School	a	Baptised	Weekly for the past three years	Feeder School	b	Baptised	Weekly for the past three years	Other School	c	Baptised	Once or twice a month for the past three years	Feeder School	d	Baptised	Once or twice a month for the past three years	Other School	e	Baptised	Less than once a month for the past three years	Feeder School	f	Baptised	Less than once a month for the past three years	Other School	g	Baptised	Less than three years	Feeder School	h	Baptised	Less than three years	Other School	<div><div>1. Catholic Children Looked After or Children Looked After in the care of Catholic families, previously Catholic Children Looked After or previously Children Looked After in the Care of Catholic families but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) and internationally adopted previously looked after children.</div><div>2. Baptised Catholic children. Evidence of Baptism will be required. Applications in this category will then be placed within the following subcategories, based on the strength of evidence to the faith as demonstrated by the Certificate of Catholic Practice and whether the applicant attends a feeder school. The Certificate of Catholic Practice must be provided by the parent/guardian and be endorsed by a priest at the church(es) where the family normally worship or have worshipped.</div></div> <table><tr><th></th><th>Baptism</th><th>Certificate of Catholic Practice</th><th>Primary School</th></tr><tr><td>a</td><td>Baptised</td><td>Certificate of Catholic Practice supplied</td><td>Feeder School</td></tr><tr><td>b</td><td>Baptised</td><td>Certificate of Catholic Practice supplied</td><td>Other School</td></tr><tr><td>c</td><td>Baptised</td><td>Certificate of Catholic Practice not supplied</td><td>Feeder School</td></tr><tr><td>d</td><td>Baptised</td><td>Certificate of Catholic Practice not supplied</td><td>Other School</td></tr></table> <div><div>3. Other Children Looked After or previously Looked After. Children that ceased to be so, because they were adopted, or became subject to residence order or special guardianship order.</div><div>4. Children enrolled in the catechumenate. 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Any other children.</div></div> <div>The following order of priorities will be applied in turn when applications within any of the above categories or sub-categories exceed the places available and it is necessary to decide between applications.</div>		Baptism	Certificate of Catholic Practice	Primary School	a	Baptised	Certificate of Catholic Practice supplied	Feeder School	b	Baptised	Certificate of Catholic Practice supplied	Other School	c	Baptised	Certificate of Catholic Practice not supplied	Feeder School	d	Baptised	Certificate of Catholic Practice not supplied	Other School
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- i. The attendance of a sibling on the College roll at the time of admission: natural siblings, step-siblings, adopted and foster siblings. Evidence of the relationship may be required. This does not include other relatives e.g. cousins.
- ii. Exceptional social, medical, or pastoral needs which can be met most appropriately at this College. Strong and relevant written evidence must be provided by an appropriate professional authority indicating why St Michael's Catholic College is most suitable (e.g. qualified medical practitioner, education welfare officer, social worker, Catholic priest).
- iii. Distance from home to College. Places will be offered to applicants living nearest the College in a straight line measurement using www.freemaptools.com. Distance is measured from the Llewellyn Street entrance of the College to the residence, using the postcode. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more applicants are deemed to live at the same distance from the College, the place will be decided by the drawing of lots.

Notes/Definitions

- a) Feeder Schools are those Catholic Primary Schools in the Southwark Diocese listed below and those other Catholic Primary Schools named below:

Corpus Christi, Brixton SW2 5BL
 English Martyrs, Aldgate East E1 8DJ
 English Martyrs, Walworth SE17 1QD
 Our Lady and St Joseph's (Holy Family), Poplar E14 ODE
 St Agnes, Bow E3 3ER
 St Andrew's, Streatham SW16 2ET
 St Anne's, Spitalfields E1 5AW
 St Anne's, Vauxhall SE11 5JA
 St Anthony's, Dulwich SE22 0LA
 St Bernadette's, Clapham Park SW12 0AB
 St Dominic's, Homerton E9 5SR
 St Edmund's, Isle of Dogs E14 3RS
 St Elizabeth's, South Hackney E2 9JY
 St Francis, Friary Road, Peckham SE15 1RQ
 St Francesca Cabrini, Forest Hill SE23 3LE
 St George's Cathedral, Lambeth North SE1 7JB
 St Helen's, Brixton SW9 0TQ
 St James the Great, Peckham Rye SE15 5LP
 St John's, Rotherhithe SE16 6SD
 St Joseph's George Row, Bermondsey SE16 4UP
 St Joseph's Pitman Street, Camberwell SE5 0TS
 St Joseph's Redcross Way, Borough SE1 5NJ
 St Joseph's, Covent Garden WC2B 5NA
 St Joseph's, Gomm Road, Rotherhithe SE16 2TY
 St Mary Magdalen's, Brockley SE4 2BB
 St Mary's, Battersea SW8 4BE
 St Mary's, Clapham SW4 9QJ
 St Mary's and St Michael's E1 OBD
 St Peter and St Paul, Islington EC1V OEU
 St William of York, Forest Hill SE23 1PS
- e) Schools not designated as 'Feeder Schools' will be considered as 'Other Schools'. Where it has not been possible for a child to be admitted to one of the feeder primary schools because of oversubscription, the governors will accept evidence of the refusal to offer a place e.g. letter from Local Authority. Such evidence will enable the governors to place the child in the same category as those who attend a feeder school.

- i. The attendance of a sibling on the College roll at the time of admission: natural siblings, step-siblings, adopted and foster siblings. Evidence of the relationship may be required. This does not include other relatives e.g. cousins.
- ii. Exceptional social, medical, or pastoral needs which can be met most appropriately at this College. Examples of these needs might be serious illness of a parent or child or other significant exceptional circumstances. Strong and relevant written evidence must be provided by an appropriate professional authority indicating why St Michael's Catholic College is most suitable (e.g. qualified medical practitioner, education welfare officer, social worker, Catholic priest). This evidence should be uploaded to the St Michael's Online Admissions Form so that it can be considered by the Governors.
- iii. Distance from home to College. Places will be offered to applicants living nearest the College in a straight line measurement using www.freemaptools.com. Distance is measured from the Llewellyn Street entrance of the College to the front door of the residence, using the postcode. Proof of address is required. Where the last remaining place is to be allocated and two or more applicants are deemed to live at the same distance from the College, the place will be decided by the drawing of lots.

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Corpus Christi, Brixton SW2 5BL
 English Martyrs, Aldgate East E1 8DJ
 English Martyrs, Walworth SE17 1QD
 Our Lady and St Joseph, Poplar E14 ODE
 St Agnes, Bow E3 3ER
 St Anne's and Guardian Angels, Spitalfields E1 5AW
 St Anne's, Vauxhall SE11 5JA
 St Anthony's, Dulwich SE22 0LA
 St Edmund's, Isle of Dogs E14 3RS
 St Elizabeth's, South Hackney E2 9JY
 St Francis, Friary Road, Peckham SE15 1RQ
 St George's Cathedral, Lambeth North SE1 6HR
 St James the Great, Peckham Rye SE15 5LP
 St John's, Rotherhithe SE16 6SD
 St Joseph's Crossfield Street Deptford SE8 3PH
 St Joseph's George Row, Bermondsey SE16 4UP
 St Joseph's Pitman Street, Camberwell SE5 0TS
 St Joseph's Redcross Way, Borough SE1 5NJ
 St Joseph's, Covent Garden WC2B 5NA
 St Joseph's, Gomm Road, Rotherhithe SE16 2TY
 St Mary's, Clapham SW4 9QJ
 St Mary's and St Michael's E1 OBD
 St Peter and St Paul, Islington EC1V OEU
 St William of York, Forest Hill SE23 1PS

These Feeder Schools are Catholic Primary Schools that have a close working relationship with St Michael's Catholic College and whose students go on to attend St Michael's Catholic College. This list will be reviewed on an annual basis. Schools may be added to or taken off the Feeder School list.

Appendix 2 - Changes to arrangements for Sixth Form entry 2025

Current Admissions Criteria	Proposed Admissions Criteria
<p>1) Entry Requirements</p> <p>1.1</p> <ul style="list-style-type: none"> For entry onto a 3 A level pathway, students need 8 GCSE qualifications, Maths and English at Level 5 or above plus 5 other subjects at level 6 or above. 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 Honours pathway, students need 8 GCSE qualifications at grade 6 or above with 5 at grade 8 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. <p>1.3 Entry to Year 13 from Year 12 is dependent on success (a passing grade of E and above in all subjects and in line with a student's MTGs) in the internal examinations and students must meet the 6th Form behaviour/conduct expectations (see Behaviour policy). Where this is not achieved, students will be supported on to alternative courses or will be supported to resit Year 12.</p> <p>1.4 All students entering into Year 13 will have undertaken their Year 12 at St Michael's.</p> <p>1.5 Applicants should be aware that while the age of participation in education is 18, there is no legal duty for a school to place a child after the summer term of their 16th birthday. Students applying to St Michael's for entry in 2024 must have had their 16th birthday by 31st August 2024.</p> <p>2 Oversubscription Criteria</p> <p>2.1 The college welcomes applications from all students aged 16 – 19. Where the college is oversubscribed, meaning that it has more applications than</p> <p>the number of places it has available in any one year, the following priority will be given to external applications:</p> <ol style="list-style-type: none"> Catholic children Looked after or Children Looked After 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. Other Catholic applicants who submit their application by the given deadline and who meet the academic entry requirements. Other Children Looked After and other previously Children Looked After who have been adopted or who have become the subject of a residency or guardianship order and who meet the academic entry requirements. 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. <p>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</p>	<p>1 Entry requirements</p> <p>1.1 Students must meet the entry criteria for the Sixth Form in order to be admitted into Year 12 (see notes for specific requirements).</p> <p>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:</p> <ol style="list-style-type: none"> Catholic children Looked after or Children Looked After 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. Other Catholic applicants who submit their application by the given deadline and who meet the academic entry requirements. Other Children Looked After and other previously Children Looked After who have been adopted or who have become the subject of a residency or guardianship order and who meet the academic entry requirements. 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. <p>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 on the College roll at the time of admission and following that by students who live nearest to the college.</p> <p>Distance is measured in a straight line measurement using www.freemaptools.com from the Llewellyn Street entrance of the College to the front door of the residence, using the postcode. Evidence of residence may be required.</p> <p>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.</p> <p>Notes Application Procedures and Timetable</p> <p>1) Entry Requirements</p> <p>1.1</p> <ul style="list-style-type: none"> For entry onto a 3 A level pathway, students need 8 GCSE qualifications, Maths and English at Level 5 or above plus 5 other subjects at level 6 or above. 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 Honours pathway, students need 8 GCSE qualifications at grade 6 or above with 5 at grade 8 or

given to students who firstly have a sibling on the College roll at the time of admission and following that by students who live nearest to the college.

3.12 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 of 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 and students meet the entry requirements for the Sixth Form.

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.

November 2022

Signed: Date:.....

Chair of the Governors

Last Review Date: November 2021

Next Review Date: November 2023

Notes

1. Application Procedures and Timetable

1.1 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 15th December 2023.

Since the application requires grade predictions so that we are reliably able to advise and guide students, applications must be accompanied by a reference from the applicant's Head of Year who will need to confirm predicted grades. The reference will be sent separately from the application form directly to St Michael's.

Applications that arrive after **Friday 15th December 2023** will be marked as late and students will be placed on a waiting list for enrolment in August.

1.2 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 January 2023.

1.3 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

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 8 GCSE qualifications at grade 6 or above, including grade 5 in English and maths.

1.2 Entry to Year 13 from Year 12 is dependent on success (a passing grade of E and above in all subjects and in line with a student's MTGs) in the internal examinations and students must meet the 6th Form behaviour/conduct expectations (see Behaviour policy). Where this is not achieved, students will be supported on to alternative courses or will be supported to resit Year 12.

1.3 All students entering into Year 13 will have undertaken their Year 12 at St Michael's.

1.4 Applicants should be aware that while the age of participation in education is 18, there is no legal duty for a school to place a child after the summer term of their 16th birthday. Students applying to St Michael's for entry in 2025 must have had their 16th birthday by 31st August 2025.

1.5 Students in Year 12 who enrol for September 2025 but do attend college in the first four weeks of term will be off rolled.

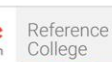
1.6 Catholic' means the Roman Catholic Church and includes members of the Ordinariate and the Oriental Rite Churches that are in union with the Bishop of Rome. This will normally be evidenced by a certificate of Baptism in a Roman Catholic Church or another Church that is in full communion with the See of Rome. Membership is normally evidenced by a certificate of Baptism in a Roman Catholic Church or a certificate of reception into full communion within the Roman Catholic Church.

1.7 Siblings will be defined as natural siblings, step-siblings, half siblings, adopted and foster siblings. Evidence of the relationship may be required. This does not include other relatives e.g. cousins.

Application Procedures

2.1 An application form issued by St Michael's Catholic College must be completed **Friday 10th January 2025**. Since the application requires grade predictions so that we are reliably able to advise and guide students, applications must be accompanied by a reference from the applicant's Head of Year who will need to confirm predicted grades. The reference will be sent separately from the application form directly to St Michael's. Applications that arrive after **Friday 10th January 2025** will be marked as late and students will be placed on a waiting list for enrolment in August.

2.2 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 January 2025.



places great emphasis on the partnership between College and home, parents/guardians are strongly requested to attend the meeting.

1.4 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.

1.5 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.

1.6 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.

1.7 In the event that a course is oversubscribed (typically more than 14 successful applicants for an A' Level Class and 15 students per CTECH class) places will be offered on alternative courses that have spaces available. Students will fill a course allocation in order of GCSE average points score (APS) order in best eight GCSE's. If more than 30 students are eligible for the Honours Pathway, allocation will be in order of APS in eight best GCSE's.

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.

Definitions of Oversubscription criteria

Siblings will be defined as natural siblings, step-siblings, half siblings, adopted and foster siblings. Evidence of the relationship may be required. This does not include other relatives e.g. cousins.

Distance is measured in a straight line measurement using www.freemaptools.com from the Llewellyn Street entrance of the College to the front door of the residence, using the postcode. Evidence of residence may be required.

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.

Catholic' means the Roman Catholic Church and includes members of the Ordinariate and the Oriental Rite Churches that are in union with the Bishop of Rome. This will normally be evidenced by a certificate of Baptism in a Roman Catholic Church or another Church that is in full communion with the See of Rome. Membership is normally evidenced by a certificate of Baptism in a Roman Catholic Church or a certificate of reception into full communion within the Roman Catholic Church.

3.12 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 of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils

2.3 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.

2.4 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.

2.5 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.

2.6 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.

2.7 In the event that a course is oversubscribed (typically more than 14 successful applicants for an A' Level Class and 15 students per Technical class) places will be offered on alternative courses that have spaces available. Students will fill a course allocation in order of GCSE average points score (APS) order in best eight GCSE's. If more than 30 students are eligible for the Honours Pathway, allocation will be in order of APS in eight best GCSE's.

2.7 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.

2.8 For successful applicants a conditional offer will be made dependent only on achieving the grades required for the courses applied for. The college will assume that students are accepting the conditional offer unless otherwise notified and will be placed on a register of interest for enrolment in August.

2.9 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. Only students who have met the sixth form criteria will be offered a firm place in Year 12. At this stage, students and parents will be required to agree and sign the sixth form code of conduct.

2.10 Applicants and their parents are requested to note that they are required to complete and submit all forms along with documented evidence required by all the specified deadlines (This includes the application deadline of Friday 12th January 2024 and the conditional offer acceptance deadline May 2024). Failure to do so will affect their chances of being fully assessed against the College's oversubscription criteria.

2.11 International students will also be expected to provide a NARIC certificate of comparability.

3. Pupils with an Education, Health and Care (EHC) Plan

3.1 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 of 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

with an EHC plan naming the school will be considered for entry if suitable courses are available and students meet the entry requirements for the Sixth Form.

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

Timeline for Applications for entry to the Sixth Form in September 2024:

16th November 2023 Sixth form open Evening. Application forms available for download or collection

15th December 2023: Application form deadline

January & February 2023: Guidance meetings

Between April & May 2024 (as indicated by offer letter): Notification by St Michael's Catholic College of Sixth Form conditional place offers and unsuccessful applications

The deadline for appeals is 1st June 2023.

Appeals hearings for conditional offers will commence 28 days from this.

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

July 2023: Appeals process for conditional offers ends

August 2023: 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 **14th September 2024.**

Appeals hearings will commence w/b **1st October 2023.**

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

considered for entry if suitable courses are available and students meet the entry requirements for the Sixth Form.

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