

FULL ADMISSIONS POLICY SEPTEMBER 2018 ENTRY

Co-ordinated Sixth Form Admission System for External Students 2018/19

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Bradfield School, Forge Valley Community School, High Storrs Community Secondary, King Edward Community Secondary, King Egbert Academy, Notre Dame Catholic High School, Sheffield Park Academy, Sheffield Springs Academy, Silverdale School and Tapton School.

The Local Authority is the "Admission Authority" for High Storrs and King Edward VII Community Schools. It is responsible for determining the admission arrangements for external applicants to both school sixth forms.

The remaining schools are their own "Admission Authority" and responsible for setting their own admission oversubscription criteria, details are provided below.

Internal Applicants

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria.

The Co-ordinated Admission Arrangements

Application Procedure

All Sheffield students should have access to UCAS Progress and should make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Sixth Form Admission Officer
Inclusion and Learning Service
Floor 5
North Wing
Moorfoot
Sheffield
S1 4PL

Application Timescale for Admission to the 2018/19 Academic Year

Autumn Term 2017

All open evenings are to be held in November 2017. Please check with individual schools for details

Closing Date: 31 January 2018

Allocation Date: 26 February 2018

Available places for External Students

The minimum number of places available at All Saints Catholic High School for **external** applicants from September 2018 is 100

Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been in care (Looked After) and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

Admission oversubscription criteria for All Saints Catholic High School

Criteria for Admission

In each category places will be prioritised for children who are in care (looked after) or previously children in care (previously looked after children). New Regulations introduced within the Admission Code of Practice extend this category to also include students who were in care (looked after) but ceased to be so because they were adopted or become subject to a residence order or special guardianship order. (Footnote 1)

Category 1

Students in Diocesan secondary schools (Footnote 2) and other Catholic students (Footnote 3)

Category 2

Other students. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students – Academic Year 2018-19.

Oversubscription

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria.

Each time a place (or places) becomes available at the school a new round of random allocation will take place to determine a child's position on the waiting list, each time a place being allocated to the child that occupies top position on the waiting list.

Minimum Entry Requirement

The minimum entry requirements apply equally to all categories:-

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students – Academic Year 2018/19 which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a **minimum entry requirement** for entry to the sixth form:

- for all level 3 courses the minimum entry requirement is **normally 5 or more A*-C grades at GCSE** including English Language and Mathematics (except under exceptional circumstances)
- A further minimum requirement may be set in terms of the **required subject grade** for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

Footnote 1

Definition of Children in care (Looked after children)

A child in care (Looked After Child) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A child previously in care (previously Looked After Child) is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order

Footnote 2

Catholic Feeder Schools for Admission into All Saints Catholic High School

Notre Dame High School, Sheffield

St Mary's High School, Chesterfield

St Bernard's High School, Rotherham

The McAuley School, Doncaster

St Pius X, Wath upon Dearne

Holy Trinity, Barnsley

Footnote 3

Catholic children are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

Footnote 4

Place of residence

A student will be deemed to live at the residential property at which the parent or persons with parental responsibility for the student resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the student's ordinary place of residence will be deemed to be that property at which the student resides for the greater part of the week.

Footnote 5

Late Applications

Late applications will be dealt with in accordance with the LA scheme.

Footnote 6

Waiting List

Waiting lists will be dealt with in accordance with the LA Scheme.

Footnote 7

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a student with a stronger claim to a place at the school, the offer of a place may be withdrawn.

2. Where a student starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the student has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Appeals against any decision to refuse admission

If a place is not available, parents have the right of appeal to an independent Panel. Further information about the appeal procedures will be issued with the decision letter.

For further information regarding admissions, please contact one of the following:

Mrs Pamela Barnes, Sixth Form Admissions Officer, Local Authority

Email: pamela.barnes@sheffield.gov.uk

Tel: 0114 2735790

All Saints Catholic High School

Email: enquiries@allsaintslearning.co.uk

Tel: 0114 2724851