

DIOCESAN EDUCATION SERVICE



CHRIST THE KING CATHOLIC
COLLEGIATE

A Multi Academy Company



St John Fisher Catholic College

with Humanities Specialist Status



Policy: 2017/18 Admissions Policy

Date: September 2015

Determined (Final) by February 2016
CtKCC MAC Board:

Name of School: **St John Fisher Catholic College**, a part of Christ the King Catholic Collegiate Multi Academy Company

The admissions process is part of the Staffordshire LA co-ordinated scheme.

The Admission Policy of the Board of Directors of St John Fisher Catholic College a part of Christ the King Catholic Collegiate Multi Academy Company is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The Academy's Admission Number for the academic year 2017/18 is 165.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). In all categories, priority will be given to those who have a brother or sister (see Note 3 below) attending St John Fisher Catholic College, a part of Christ the King Catholic Collegiate at the time of admission and then distance.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children who currently attend a Catholic feeder school or academy (see Note 4 below)
3. Baptised Catholic children who live in a feeder school or academy parish area (see Note 4 below)
4. Other Baptised Catholic children

5. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
6. Non-Catholic children who currently attend a Catholic feeder school or academy
7. Other Non-Catholic children

OVER-SUBSCRIPTION

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix 2. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household.

Note 4

The designated feeder schools and academies and appropriate parishes for St John Fisher Catholic College are:

- St Mary's Catholic Primary School, Newcastle
- St Wulstan's Catholic Primary School, Wolstanton, Newcastle
- Our Lady & St Werburgh's Catholic Primary School, Clayton, Newcastle
- St Thomas Aquinas Catholic Primary School, Stoke on Trent
- St Teresa's Catholic Primary School, Trent Vale, Stoke on Trent

Parishes of

- Holy Trinity, Newcastle under Lyme
- Sacred Heart, Silverdale and Madeley
- St Wulstan's, Wolstanton
- Our Lady of Sorrows, Knutton
- St John the Evangelist, Chesterton
- Our Lady & St Werburgh, Clayton
- Our Blessed Lady & St John the Baptist, Ashley
- Our Lady of the Angels and St. Peter in Chains, Stoke on Trent
- St Teresa of the Child Jesus, Trent Vale

Maps of the parish areas are available to view at the academy and parishes or by post on request.

Note 5

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

APPEALS

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Board of Directors at the Academy address. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the LA co-ordinated scheme.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-year applications)

An application should be made directly to the Board of Directors at the academy who will determine whether a place is available in the requested year group. The Board of Directors will notify the Local Authority of the outcome of the application.

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS POLICY

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children

Admissions Policy

Trinity Sixth Form at St John Fisher Catholic College

2017-2018

Mission Statement

'Succeeding Together'

The Trinity Sixth Form at St John Fisher is dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning;
- Expect students to show commitment to their studies and respect the Christian values of the partners within Trinity Sixth Form;
- Expect all members of Trinity Sixth Form to show respect for the views of others;
- Provide equality of opportunity, with mutual respect and positive encouragement;
- Build and further develop a partnership with parents, schools, parishes and religious communities, higher education and the local community.
- Value staff and support their professional development.

Introduction and context

St Margaret Ward Catholic Academy (part of Newman Multi Academy Company), St Thomas More Catholic Academy (part of All Saints Multi Academy Company) and St John Fisher Catholic College (part of Christ the King Multi Academy Company) have joined together to create a sixth form partnership under the name of Trinity Sixth Form.

Trinity Sixth Form is a 16-19 partnership based in Stoke-on-Trent and Newcastle-under-Lyme. These three local academies with a tradition of previous sixth form experience have joined together to form this partnership. Their shared ethos of care, support and ambition for their students finds expression in the collaboration of the Trinity Sixth Form. The distinctive identity of Trinity is that we seek to provide a school-based ethos with students feeling known and supported while offering a wide range of level 3 courses, similar to what a large sixth form college can offer. We also maintain close links with parents during this time.

All three of the academies are themselves part of multi-academy companies providing a Catholic faith based education from reception year to the end of sixth form. They seek at all times to be a witness to Jesus Christ. This means that we aim to succeed together as Trinity Sixth Form. We achieve this by placing the learning and well-being of each student at the centre of every action we take and every decision we make.

Within a framework of equality and diversity Trinity Sixth Form encourages applications from students regardless of race, belief system and gender and welcomes applications from students with disabilities. For students with disabilities we will endeavour to ensure that the offer we make allows equality of opportunity, including making parents and carers aware of physical provision and subject support. All students who are at a school outside the Trinity partnership are welcome to visit one or more of the Trinity sites with their parents or carers in accompaniment. All students on roll at a partner academy are welcome to visit other Trinity sites both prior to and following application.

Every student applying will indicate the preferred home academy where they will be mainly based. The benefit of the Trinity is that students can travel to other centres to study whichever subjects they wish (subject to entry criteria) or they may choose to stay within the chosen home academy. Free minibuss transport is provided to ensure that students can attend the other centres for the lessons.

Admission to the Trinity Sixth Form at St John Fisher Catholic College

The Academy's capacity for each year group in the sixth form for the academic year 2017/18 is 100. The maximum number of students admitted who have not previously attended St John Fisher Catholic College is 20.

The number of students who have applied for each course will be taken into account. Additional pupils may be admitted over the external admission number of 20 if the applicants chosen courses are not full. All applicants must meet both the entry criteria and subject criteria.

Admission to the Trinity Sixth Form at St John Fisher Catholic College in Year 12 will be in the following order of priority:

- a) Students in Year 11 at St John Fisher Catholic College who meet the entry criteria
- b) Students in Year 11 from schools in the UK not a partner school, who meet the entry criteria
- c) Students from outside of the three partner schools looking to re-sit courses and eligible for funding from the Educational Funding Authority (EFA)
- d) Overseas students with valid permission/visa status to study in the UK and eligible for funding. These are referred to as personal entry criteria

OVERSUBSCRIPTION CRITERIA

If the number of applications received exceeds the external admission number of 20, the Governing Body will then give priority to applications in accordance with the criteria listed below:

1. Students who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Students in Year 11 from schools in the UK not a partner school, who meet the entry criteria
3. Students from outside of the three partner schools looking to re-sit courses and eligible for funding from the Educational Funding Authority (EFA);
4. Overseas students with valid permission/visa status to study in the UK and eligible for funding. These are referred to as personal entry criteria.

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at St John Fisher the academies and external applicants.

We accept both traditional paper applications and also online applications through the UCAS Progress website.

Trinity Sixth Form at St John Fisher Catholic College
Year 12 - Entry requirements

Admissions – A level Courses

- Equivalent to five or more A*-C grade passes in GCSE subjects, including both English and Maths. This is a grade 5 in Maths and English plus 3 other GCSEs at grade C or above
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus. (See Appendix 1)

GCSE Maths and English

- Students will be required to retake Mathematics or English GCSE qualifications if they have not been achieved at GCSE Grade 5 or above. Students will need to have achieved a grade 4 to access the resit GCSE Mathematics and English courses.
- We will not accept students who have achieved a GCSE grade 4 in both English and Maths

All those seeking admission to the Trinity Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Refer to the subject specific entry requirements Appendix 1

In addition, Trinity Sixth Form has a policy of ensuring that independent careers advice and guidance is available for students.

Applications will be handled in the order submitted.

Appeals

- Any student refused the offer of a place in the Trinity Sixth Form at St Thomas More or a place on a chosen course has the right of appeal.
- In the first instance, this appeal is to the Head of Sixth Form at St Thomas More
- A further appeal can be made in writing to the Headteacher who will make a final decision.
- Ultimately the directors of each academy are responsible for admissions so the head teacher/principal is their representative and act accordingly.
- Any decision made is binding across the three academies in the partnership.
- Students and parents will be contacted on the final decision within ten working days of the appeal being lodged.

Appeals for Sixth Form – appeals may be made by the student and/or the parent/carer	
Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	20 school days from the date of notification that the application was unsuccessful
Where the offer of a place would have been conditional upon exam results - Appeals will be heard	Within 30 school days of confirmation of those results
Where the offer of a place would not have been conditional upon exam results - Appeals will be heard	Within 40 school days of deadline for appeals
Notice of appeal hearing	10 school days' notice of the appeal hearing
Deadline for governing body to submit evidence for the appeal	10 school days before the appeal hearing
Deadline for sending appeal papers to all parties	10 school days before the appeal hearing
Deadline for appellant to submit additional evidence	Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal
Late applications for appeals will be	At the same time as previously scheduled appeals

heard by	or within 30 school days of appeal being lodged
Decision letters sent to appellant	Normally within five school days

Special consideration

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merits.

False Information

Where the academy has made the offer of a place in the Trinity Sixth Form on the basis of a fraudulent or intentionally misleading application, the offer of a place will be withdrawn.

Late Applications

We will accept applications after the submission date on the basis that:

1. These applications will be dealt with after those submitted by the advertised date.
2. Some courses may well be full.
3. We may have made alterations to the option blocks to accommodate the subject choices for the majority of applicants. Trinity Sixth Form reserves the right to alter, substitute or withdraw courses/programmes as appropriate.
4. Some courses may have to be removed from the offer, e.g. if insufficient students wish to access a course. Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested.

Late applications will be considered up to the end of the third full week of the Autumn Term in Year 12.

Option blocks are locked in place in the final term of the previous academic year meaning that all options may no longer be freely available to choose. Any offers or conditional offers may be subject to the size or projected size of classes. This could affect students wishing to transfer from other providers.

Exceptions will be made for students moving into the North Staffordshire area from other areas of the UK or from other countries. However, these cases will be dependent on the availability of places in chosen subjects, meeting the published entry requirements – academic and personal - and how much of the course has been missed which could impact on the likelihood of the student making progress and achieving well.

Oversubscription Criteria for Trinity Sixth Form

The circumstances of the Trinity Sixth Form partnership mean that we can be flexible as to our student numbers but the key determining factor will be the size of groups for each course.

If there are two or more students who apply at the same time, we will use the following methods:

1. By GCSE grade in the particular oversubscribed subjects,
2. By average GCSE points score.

N.B. All of the above refers to GCSE only, not equivalences such as BTEC.

Timetable for Admission

1. Students complete application in Autumn Term of Year 11
2. Applications processed from December of Year 11.

3. Following the submission of application forms students will be invited for a course discussion.
4. School makes a conditional offer and this is communicated to parents during the Spring term of Year 11. Applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed during the course discussion. The offer will be subject to meeting the entry criteria for the course.
5. Option blocks are fixed based on applications.
6. Students will be required to enrol 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 we have received prior notification in writing.
7. GCSE results published August 2017
8. Admission confirmed or refused August 2017
9. Appeals September 2017

To ensure that the quality of provision for the students is maintained, the directors of each partner academy have jointly adopted this admissions policy.

Progression into Year 13

Places in the sixth form in Year 13 will be allocated to all students who successfully complete Y12 courses.

- This will be determined by passing either AS Level examinations or, in the case of reformed A levels, end of year examinations.
- Students taking examined subjects will have achieved at least a minimum of three AS levels at grade E to guarantee progress from AS Level to A2 in unreformed A levels.
- Students taking BTEC or vocational subjects must have finished all work targeted for completion during Year 12.

Students who do not meet these criteria will have the right to the process of appeal as outlined in the section on appeals above.

In exceptional circumstances students by going through the same appeals process may be allocated a place in Year 12, rather than Year 13 so that they can repeat the year with new qualifications. Students will not be allowed to repeat Year 12 by retaking subjects chosen on entry to the Trinity Sixth Form at St Thomas More , unless there are special considerations to take into account in the student's circumstances. This too will require accessing the appeals process.

Applications to transfer to the Trinity Sixth Form for A2 courses

Applications to transfer to the Trinity Sixth Form at St John Fisher for A2 courses will be considered on an individual basis but are not recommended. Students will only be accepted onto such a programme in exceptional circumstances

Appendix 1

Sixth Form (Trinity) Courses and Entry Requirements 2017 -2018

AS/A-LEVEL COURSES

- Grade B in the subject at GCSE with the exception of:
- Maths Grade 7 pass in Mathematics at GCSE
- Further Maths Grade 8 in Mathematics at GCSE
- Biology/Chemistry/Physics Grade B pass in Biology/Chemistry/Physics or Grade B in Additional Science at GCSE
- Product Design Grade B pass in Art or Design subjects at GCSE
- Business Studies Grade 6 pass in English at GCSE
- Drama Grade 6 pass in English at GCSE
- Computer Science Grade 6 pass in Mathematics at GCSE
- Psychology Grade B pass in Science at GCSE
- Classical Civilisation Grade 5 pass or above in English at GCSE
- Politics & Government Grade 5 pass or above in English GCSE
- I.T Single Grade 5 pass or above in English at GCSE
- Sociology Grade 5 pass or above in English at GCSE
- Media Studies Grade 5 pass or above in English at GCSE
- Photography & Dance – Passion/interest in subject

BTEC COURSES

- Business Studies Grade 5 pass in English at GCSE
- Health & Social Care Grade 5 pass in English at GCSE
- Information Technology/I.T (Double) - Grade 5 pass in English at GCSE
- Performing Arts Grade 5 or above in any Arts Subject at GCSE is desirable but as this course is vocational it is more important to have experience or an enthusiasm for the Arts and a desire to perform.

APPENDIX 2

DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

DIOCESAN EDUCATION SERVICE

Supplementary Information Form

Academy Name: St John Fisher Catholic College, a part of Christ the King Catholic Collegiate

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

Child's Surname	
Child's First Name(s)	
Address	
Contact Number	

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes		No	
Is the certificate of Catholic Baptism attached?	Yes		No	

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for academy use to enable the Board of Directors to rank applicants using the published criteria.