



The Holy Cross School

Sixth Form Admissions Policy

For entry in Year 2021-22

Admission is open primarily to students from The Holy Cross School then, if places are available, to students who have attended other institutions. A minimum of 10 places will be offered to external applicants. Where there are more external applicants than places available, the oversubscription criteria detailed below will be used.

To study Level 3 courses, students must have obtained at least five GCSEs of Level 4 or above including English and Mathematics. They must also have met the course requirements as detailed in the Sixth Form Prospectus, which is available to download from the school's website at: www.holycross.kingston.sch.uk

All students applying to our Sixth Form, whether internal or external, will be interviewed and will be required to provide the following:

1. A commitment on the part of the student to contribute to the ethos of a Catholic school.
2. Predicted or actual GCSE grades or equivalent.
3. Evidence of the appropriate motivation
4. A commitment on the part of the student to contribute to the life of the school and to act as a "role model" for the younger students.

Criteria for Entry:

In the event of oversubscription, places will be prioritised according to the following criteria:

1. **Catholic (or those in the care of Catholic families) Looked After (or previously Looked After) students¹**
2. **Students who are baptised Catholic²**
3. **Students enrolled and registered in the Catechumenate³**
4. **Other Looked After (or previously Looked After) students**

¹ 'Children Looked After' currently children looked after and previously looked after are defined as:

- Children who are (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 in accordance with Section 22(1) of the Children Act 1989, at the time an application for a school is made;
- Children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order. Applications made under criterion 1 must be accompanied by details of circumstances and professionally supported evidence (e.g. from a social worker) and the relevant orders.

² 'Catholic' means members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome'. In the context of school admissions, Catholic children are defined as children who are baptised or received into the Catholic Church, (children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

³ 'Enrolled and registered in the Catechumenate' means formally registered as undergoing instruction leading to Baptism into the Catholic Church.



5. **Students who are baptised and verified members of Eastern Christian Churches including Orthodox Churches whose membership is supported by their religious leader**
6. **Students who are baptised or dedicated members of other Christian denominations that are part of Churches Together in England⁴ whose membership is supported by their religious leader**
7. **Students who are members of other faiths whose membership is supported by their religious leader**
8. **All other students**

For students applying under criterion 2, the strength of evidence of commitment to the applicant's faith, where appropriate, demonstrated by the child's level of Mass attendance on a Sunday or equivalent, will be ranked according to evidence provided on the **Priest Reference Form** and must be endorsed by the priest where the child normally worships. Priority will be given to those who worship weekly, followed by those attending fortnightly, at least once a month and less often.

Oversubscription:

Within each level of attendance for criterion 2 (e.g. weekly, fortnightly etc.) and for applicants within all other criteria, where the number of applicants exceeds the number of places available, the following tie-breakers will be applied in the order stated:

- A. A student with a **sibling**, including a step-, half-, adopted or foster sibling, living at the same address and attending this school at the time of admission.
- B. A student who has **special medical, pastoral or social grounds** for attending the school. Applications must be accompanied by at least two supporting letters from a doctor, priest, social worker or other appropriately qualified person explaining why the school is necessary for the student.
- C. A student who is **currently eligible to receive Free School Meals**. Applications must be accompanied by a letter from the student's current school verifying this status.
- D. A student whose **parent is a permanent member of staff** and where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- E. A student **living nearest to the school**, this being measured by a straight line to the school gate in Sandal Road. All distances will be measured using Kingston Council's School Admissions computerised Geographical Information System. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

⁴ 'Churches Together in England' – The Governing Body will refer to the list of member churches on the Churches Together in England website.



Other Relevant Information

- Please note if applying under **criteria 1, 2, 3, 5, 6 or 7** in addition to the **Supplementary Information Form**, you should also complete a **Priest or Faith Leader Reference Form**.
- If applying under **criteria 2, 5 and 6**, applicants must include a copy of their daughter's official signed Baptism Certificate or Certificate of Dedication.
- If applying under **criterion 3**, please include a formal letter of registration in the Catechumenate.

Students with an Education and Health Care Plan (EHCP)

The admission of students with an Education and Health Care Plan (EHCP) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHCPs by the student's home Local Education Authority. Details of this separate procedure are set out in the *Special Educational Needs and Disability Code of Practice*. Any student admitted with an Education and Health Care Plan will reduce the total number of places on offer by one.

Appeals

Parents 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 school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Appeal forms will be available to download from the school website after the national offer date on 1st March 2021.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2014. Admitting students under the protocol may require the school to admit above the planned admission number for the relevant year group. It is possible that when a child is directed under the local authority's fair access protocol, they will take precedence over those children already on the waiting list.