



## **St Richard Reynolds Catholic High School Sixth Form Admission Arrangements 2019 - 2020**

St Richard Reynolds Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of applicants who are not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

As a voluntary aided school, the governing body has sole responsibility for admissions to this school and intends to admit up to **150** students to the sixth form (Year 12) in September 2019. This number includes students currently on the school roll who meet the required, school-determined, academic qualifications for their chosen course and who wish to be admitted to the sixth form.

The governors welcome applications from students at other schools and intend to admit a minimum of **30** students from other schools who meet the required, school-determined, academic qualifications for their chosen course but where there are more applicants than places available, priority will be given to the school's current students, provided that they meet the required, school-determined, academic qualifications for their chosen course.

### **Minimum Academic Requirements**

Applicants will be required, as a general rule, to have achieved the following criteria to be able to be admitted to the sixth form at the school.

- (a) at least 5 GCSE passes at grade 4 or higher (including English Language and Mathematics)
- (b) Met the individual 'A' level subject requirement

### **Oversubscription criteria**

Where there are more applications from applicants who meet the minimum academic standard than the number of places available, places will be offered according to the following order of priority after students attending St Richard Reynolds Catholic High School: -

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Other Baptised Catholic students
3. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
4. Other students.

### **Tie Break for external applications to the Sixth Form**

Where the offer of places in the Sixth Form to external applicants would lead to oversubscription in any category, the places up to the admission number will be offered to those living nearest to the school.

## **How to apply**

Applications to St Richard Reynolds Catholic College Sixth Form must be made through the **UCAS Progress** website <https://www.ucasprogress.com/search> . If you are an external candidate and you wish to be considered under categories 1 or 2 of our oversubscription criteria, you should, **in addition**, complete and return a Supplementary Information Form (which can be downloaded from our website on the Sixth Form Admissions page. Hard copies may be obtained from the College Office) together with a copy of your Certificate of Baptism or evidence of your reception into the Catholic Church. Please return your completed form by post, by hand or via email to [sixthform@srrcc.org.uk](mailto:sixthform@srrcc.org.uk)

Please note that all communications with applicants will be sent through UCAS Progress, so please provide an email address that is checked regularly on your application. Applications must be submitted on or before **11<sup>th</sup> January 2019**.

## **Outcomes**

Applicants will be advised via **UCAS Progress** of the outcome on **1<sup>st</sup> March 2019**. Offers will be conditional upon you meeting the required, school-determined, academic qualifications for your chosen course. An offer of a sixth form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs. In the event that too few applicants apply to study a specific subject, the course may be withdrawn to ensure that resources are most effectively used.

**Notes** *(These notes form part of the admissions arrangements)*

### **Proximity to the school**

In the event that the tie-breakers need to be applied, proximity to the school will be measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by sixth-formers. Accessibility of private or public transport will not be considered. All distances will be measured by Richmond Council using their geographical information system.

### **Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the governing body and the Diocese for the current school year. The governing body has this power even when admitting the child would mean exceeding the Published Admission Number.

### **Change of details**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school immediately. If misleading information is given or allowed to remain on either of your forms, the governing body reserves the right to withdraw the place, even if the student has already started at the school.

### **Right of Appeal**

Unsuccessful applicants may ask the school for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this policy and the applicant will have the right of appeal to an independent panel. Details of the procedure may be obtained from the Clerk to the governing body.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names are removed from the list at the end of the autumn term in the year of entry, unless applicants request to remain on the list. When a place becomes available the governing body will determine who is at the top of the list and make an offer of the place accordingly.

## Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

*(These notes form part of the admissions arrangements)*

<b>Candidate</b>	The student on behalf of whom the application is being made or a student of 16 years or over submitting their own application. An external candidate is a student applying from a school other than St Richard Reynolds Catholic College.
<b>Applicants</b>	The parent(s) and/or legal guardian(s) submitting an application for a place on behalf of a candidate. Or a young person of 16 years or over submitting their own application.
<b>Catholic</b>	A member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
<b>Looked after children</b>	Looked after and previously looked after children will be considered to be children registered as being in the care of a local authority in accordance with s.22 of the Children Act 1989 e.g. fostered or living in a children's home at the time of application; and children who have left care through adoption immediately before being adopted or subject to a Residence Order or a Special Guardianship Order in accordance with s.46 of the Adoption and Children Act 2002, a child arrangements order in accordance with s.8 Children Act 1989 or a special guardianship order under s.14A Children Act 1989. A Catholic child in this category will have top priority and a non-Catholic child in this category will be given priority over all other non-Catholic children.
<b>Adopted</b>	Adopted means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.
<b>Child Arrangements Order</b>	A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
<b>Special Guardianship Order</b>	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).
<b>Home Address</b>	Home address is defined as where the candidate lives for more than 50% of the school week.