



# ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL



*VIDETE BONA DOMINI*

## **Sixth Form Admission Arrangements 2025-2026: External Applicants**

**St Richard Reynolds Catholic High School** was founded by the Catholic Church to provide education for students of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic students in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At 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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Ascension Catholic Academy Trust is the admissions authority and has delegated responsibility for admissions to the governors of the school which has responsibility for admissions to Year 12. The governing body has set its admission number for external students at **30 pupils** to Year 12 in the school year which begins in September 2025 who meet the required, school-determined, academic qualifications for their chosen course and who wish to be admitted to the sixth form. 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.

### **Admission to the Sixth-Form**

The school operates a sixth form for a total of up to 300 pupils. 150 places overall will be available in year 12. While the admission number for external applicants is 30, if fewer than 120 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 150.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are that pupils will have achieved at least 5 GCSE passes at grade 4 or higher (including English Language and Mathematics).

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's sixth form curriculum brochure and on its website.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

## **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Students with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other students.

## **Oversubscription Criteria**

*At any time where there are more applications for places than the number of places available from those meeting the minimum academic entry requirements for the sixth form, places will be offered according to the following order of priority:*

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

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the students which can most appropriately be met at this school, the application will be placed at the top of the category within which the application is made. (see note 6).
- (ii) The attendance of a brother or sister at St Richard Reynolds Catholic College (which includes the Sixth Form) at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after students in (i) above (see note 4).
- (iii) Student(s) who are child(ren) of a member of St Richard Reynolds Catholic College staff who has been employed at the College (Primary or High School) for two or more consecutive years at the time of application.

## **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. 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 the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured by Richmond Council using their geographical information system. In the event of distances being the same for two or more students where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

## How to apply

Applications to St Richard Reynolds Catholic College Sixth Form by external candidates must be made directly to the College using the application form on our website (hard copies available from the College Office).

If you wish to be considered under categories 1 or 2 of our oversubscription criteria you should in addition submit a scan of your Certificate of Baptism or evidence of your reception into the Catholic Church via our online application form. *If you do not have access to the internet, you may make a paper application. Forms may be obtained from the College Office.*

Please note that all communications will be sent via the online application system, using the email addresses provided. Please ensure that you provide an email address which is regularly checked. Applications must be submitted on or before 15<sup>th</sup> January 2025.

## Outcomes

Applicants will be advised of the outcome via the online application system on or before Monday 3<sup>rd</sup> March 2025. 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.

## Waiting Lists

In addition to their right of appeal, unsuccessful students will be offered the opportunity to be placed on a waiting list. This waiting 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. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term in the academic year of Sixth Form entry.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## In-Year Applications

An application can be made for a place for a student at any time outside the admission round and the students will be admitted where there are available places. Application should be made to the school by contacting Sixth Form School Admissions Officer at St Richard Reynolds Catholic College, Clifden Road, Twickenham TW1 4LT by hand or by post.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the students will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## Fair Access Protocol

The school is committed to taking its fair share of students who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a students where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the students would mean exceeding the published admission number.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the sixth form, the place itself, where it is satisfied that the offer or place was obtained by deception.**

**Notes (these notes form part of the oversubscription criteria)**

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a student.
2. A 'looked after student' has the same meaning as in section 22(1) of the Children Act 1989, and means any student who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. students with foster parents) at the time of making application to the school.
3. A 'previously looked after student' is a student who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those students who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
4. 'Catholic' means 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. For the purposes of this policy, it includes a looked after student living with a family where at least one of the parents is Catholic.

For a student to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

5. 'brother or sister' includes
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the student of a parent's partner where that student lives for at least part of the week in the same family unit at the same home address as the student who is the subject of the application.
5. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a student, and any person who has care of a student.
6. To demonstrate an exceptional social, medical or pastoral need of the student which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest, which should be sent to Sixth Form Admissions at the College.
7. A student's 'home address' refers to the address where the student usually lives. Where the student lives for part of the week at one address and the other at a different address, the home address will be the address given on the application form, provided that the student resides at that address for any part of the school week. Proof of the student's address is required via our online application system in the form of a scan of a recent utility bill/rent book/mortgage agreement/bank statement/council tax bill in the name of the parent/carer or student.