



**St John the Baptist School**  
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## **Policy on Admission to SJB Sixth Form – September 2017**

**EXTERNAL CANDIDATES PUBLISHED ADMISSION NUMBER: 15**  
**(If capacity allows additional spaces may be offered above PAN)**

SJB Sixth Form: is an open access sixth form available to all students where every individual is highly valued and where care and concern for others is central to all work. All our students are expected to achieve their full potential and become equipped for adult life. Everything we do is guided by the Gospel values.

St John the Baptist School: a voluntary aided secondary co-educational day school incorporating the SJB Sixth Form and operating under the Trust Deed of the Diocese of Arundel and Brighton. It was founded for the education of Catholic children and it is the intention of the Governors that the Catholic character of the school will always be maintained.

The Governors ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be considered for a place here. We welcome applications from those of other denominations and faiths, or of none.

The Governors currently seek to maintain a total of 300 students in the Sixth Form, resulting in an anticipated annual student intake of 150 internal and external applicants.

### **Conditions of Entry**

Students will only be admitted into the Sixth Form if, in the judgement of the Sixth Form Team, a suitable course is available for them that is appropriate and meets their needs.

Students who achieve a place in the Sixth Form will be guided by the Sixth Form Team on suitable courses to follow, and students will not be permitted to follow a course deemed unsuitable.

Students are only eligible to study at SJB if they are following a full time course. A full time course comprises a minimum of 4 AS levels in Year 12 and 3 A2 levels in Year 13\*.

\*This condition may be waived in exceptional circumstances and at the discretion of the Sixth Form Team.

### **Minimum Entry Requirements**

Students already educated at St John the Baptist School during Years 7-11 will automatically be eligible for the SJB Sixth Form so long as they meet both the minimum entry requirements and the Conditions of Entry as listed above.

Applications are welcomed from students who attended other high schools and wish to apply for a place at St John the Baptist Sixth Form. To be admitted students from other schools must meet both the minimum entry requirements and the Conditions of Entry as listed above.

The minimum entry requirement is five or more A\*-C grades including Maths, English Language and Science GCSE grades. Some subjects may stipulate a higher grade in a relevant GCSE subject.

## Continuation of A2 Courses

Students need to achieve a minimum of 3 D grades at AS level to continue into Year 13 and to have demonstrated a high level of commitment to their studies throughout Year 12. In exceptional circumstances students who achieve less than 3 Ds may continue at the discretion of the Head of Sixth Form.

The requirement for students to be following a full time course remains the same with 3 A2 levels constituting a full time course.

We encourage students and their parents to visit the SJB Sixth Form in order to find out more about how we work and the education that we offer.

If you would like to visit and discuss entry please telephone our Admissions Manager Mrs Juanita Areington on 01483 729343 ext 154. Details can also be obtained on the Open Evening for candidates.

## Procedures for Admission

External students applying for a place at St John the Baptist School Sixth Form **must** complete and submit the application form before the published closing date of Friday 2 December 2016.

It is really important that forms are completed as they collect essential information to allow the Governors to put all applicants in order of priority for admission under the SJB Sixth Form Admissions Policy. The Governors are the admissions authority for the school and are responsible for deciding the order of priority for admissions to the school.

If there are 15 or fewer external applications, all external applicants who meet both the minimum entry requirements and the Conditions of Entry will be allocated a place. The school operates an equal preference system so all applications are treated equally against the Admissions Criteria.

If there are more than 15 external applications received who all meet both the minimum entry requirements and the Conditions of Entry, those external places will be allocated according to the following criteria and in the order stated.

- 1) 'Looked after' Baptised Catholic students who are in the care of the Local Authority and 'previously looked after' Baptised Catholic students who were in the care of the Local Authority (see also Note 1 below).
- 2) Baptised Catholic students who have exceptional medical, social, compassionate or family need (see also Note 2 below).
- 3) Baptised Catholic students attending other high schools.
- 4) 'Looked after' students who are in the care of the Local Authority but are not Catholic and 'previously looked after' students who are not Catholic who were in the care of the Local Authority (see also Note 1 below).
- 5) \*Non-Catholic children who have exceptional medical, social, compassionate or family need (see also Note 2 below).
- 6) Students of faith within 10 miles of the SJB Sixth Form.
- 7) Any other students.

## Additional Information

Note 1. **‘Looked after children’** are children who are registered as being in the care of the local authority (LA) or who are provided with accommodation by the LA in accordance with Section 22 of the Children Act 1989(a) eg fostered or living in a children’s home, at the time an application is made. **‘Previously looked after children’** means such children who have previously been in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a ‘child arrangement order’ (in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section 14A of the Children Act 1989).

Note 2. **\*Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to this school, this must be specified on the application form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child’s medical consultants. Governors will consult the LA’s medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school.

**\*Exceptional social need:** If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (eg social care) these may be considered at the time of the application for a school place. This will need to be specified on the application form and evidence provided, eg a report from Social Services or from a priest detailing why this school is the most appropriate placement for the child given the circumstances of the case.

**If you wish to apply for a place under Category 2 or Category 5 a submission in writing must be made to the Chair of Governors together with all supporting evidence.**

*The Governors also follow The Admissions Code with regard to children who have Statements.*

Note 3. For the purposes of the Admissions Criteria, the Governors, after consultation with the Diocese of Arundel and Brighton, define a “baptised Catholic” as one the following:

- a) **‘Baptised Catholic’** describes a member whose Church of Baptism is ‘in communion with the See of Rome’. The Catholic Church comprises within it the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches – see below). This will be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church.

<b><i>Eastern or Oriental Rite Catholic Churches in Full Communion with Rome</i></b>	
<b><i>ALEXANDRIAN</i></b>	<i>Coptic, Ethiopian (Gheez)</i>
<b><i>ANTIOCHIAN</i></b>	<i>Malankrese, Maronite, Syrian</i>
<b><i>ARMENIAN</i></b>	<i>Armenian</i>
<b><i>CHALDEAN (EAST SYRIAN)</i></b>	<i>Chaldean, Syro-Malabar</i>
<b><i>CONSTANTINOPOLITAN (BYZANTINE)</i></b>	<i>Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)</i>

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome. . 2. Ordinariates are members of the Latin Rite. 3. Anglicans describing themselves as ‘Anglo Catholics’ are members of the Anglican Communion and therefore not in communion with the Holy See.

- b) a child baptised as a Christian by a church minister/priest of another denomination eg Anglican, and who has been received into the Roman Catholic Church.

If accepting all applicants in a particular category would cause the SJB Sixth Form's external admission number in that year group to be exceeded, a tie-breaker will be used to define those students living nearest to the school gates thus giving them precedence for admission within that category. Distance will be measured in a straight line from the address point of the student's house (including flats) as set by Ordnance Survey to the main entrance of the school. This is calculated using the Local Authority Admissions and Transport Team's Geographical Information System. In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school, the applicant to be ranked with the higher priority will be selected by the drawing of lots supervised by an independent person.

Where two or more applicants share priority for a place eg where two applicants live equidistant from the School, the applicant to be ranked with the higher priority will be selected by the drawing of lots supervised by an independent person.

A child's address is classified as where the child spends most of the time. For cases where there is formal equal shared custody it is will be up to the parents to agree which address to use.

### **Appeals**

Students who are unsuccessful in their application for a place in the Sixth Form are entitled to appeal to an independent panel if they disagree with the decision. Any appeal should in the first instance be directed to the Admissions Manager, who will explain the procedure.

### **Waiting List Policy**

If a place is not offered to a student because of over-subscription, their name to be put on a waiting list. The list will be in the descending hierarchical order of the categories in the admission criteria. In order to support the needs of Catholic families moving into the area, and regardless of other factors, a student's position on the list may change if the Sixth Form adds a student's name to the list that has a higher priority eg a baptised Catholic student whose family is moving or has recently moved into the area.

### **Late Applications**

Applications received after the closing date will only be considered, depending on the availability of places and according to the Admissions Criteria, and will only be considered when applications who met the deadline have been processed.

### **PREVIOUS YEARS' ADMISSIONS**

2009: Year 12: 124  
2010: Year 12: 153  
2011: Year 12 145  
2012: Year 12 136  
2013: Year 12 134  
2014: Year 12 152  
2015: Year 12 151