



The Holy Cross School

Learn Joyfully. Live Fully.

Admissions Policy

Academic Year: 2024-25

The Holy Cross School

Sixth Form

25 Sandal Road, New Malden, KT3 5AR

Telephone: 0208 395 4225

Email: hxs@holycross.kingston.sch.uk

Website: www.holycross.kingston.sch.uk

The school's admission arrangements (i.e. policy and Supplementary Information Form) were determined in February 2023

Admission arrangements are reviewed annually by the Governing Body.

Next review: Autumn 2023

The Holy Cross School

Sixth Form Admissions Policy

Academic Year of Entry: 2024-25

Admissions is open primarily to girls from The Holy Cross School, then if places are available, to girls who have attended other schools who are supportive of the Catholic ethos of the school, regardless of their own personal faith. The Published Admission Number (PAN agreed by the Governing Body) for Year 12 in September 2024 is 130 (including internal and external girls). A minimum of 10 places will be offered to external girls.

It should be noted that admission to the Sixth Form will only be considered if the student's level of attainment is suitable for the proposed course of study. To study Level 3 courses, girls must have obtained at least five GCSEs of Level 4 or above including English and Mathematics. They must also have met the minimum course entry requirements as detailed in the Sixth Form Prospectus, which is available to download from the school's website at: www.holycross.kingston.sch.uk. Applications must be made using the online Sixth Form Application Form link available on the school website.

All girls applying to The Holy Cross School Sixth Form, whether internal or external, will be invited to a meeting to discuss course options and will be required to provide predicted or actual GCSE grades or equivalent. Please note that the school cannot guarantee that a student will be able to study their preferred course(s). Where insufficient numbers request a course, the course may be withdrawn.

Please refer to the separate Admissions Policy for Years 7 to 11 applications.

Oversubscription Criteria (1 to 8)

Where there are more external applicants who meet the minimum course requirements than there are places available, places will be prioritised according to the same criteria for entry into the lower school (Years 7-11):

1. **Catholic Looked After or Catholic previously Looked After girls** (see explanatory notes b and c)
2. **Girls who are baptised Catholics whose current Mass attendance (at the time of application) is verified by their priest.** The application must be supported with a certificate of Catholic Baptism or Reception into the Catholic Church (see explanatory note c) and on the Supplementary Information Form their parish priest's signature with the parish stamp or seal. (see explanatory note d):
 - a) **Girls who are baptised Catholics who have attended Mass for 3 years or more**
 - b) **Girls who are baptised Catholics who have attended Mass between 1-3 years**
 - c) **Girls who are baptised Catholics who have attended Mass for less than 1 year**

For girls applying under criterion 2 and within each level (a, b or c), 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 (at the time of application), will be ranked according to evidence provided on the Supplementary Information Form (SIF) 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. If an applicant has moved parish within the last 3 years or practices in more than one parish, one form for each priest who will be completing a SIF should be completed.

Baptised Catholic girls who do not attend Mass will be considered after all other baptised Catholic girls.

3. **Other Looked After or previously Looked After girls** (see explanatory note b)
4. **Girls enrolled and registered in the Catechumenate** (see explanatory note e) Proof of acceptance into the catechumenate should be by letter from the parish priest.
5. **Girls who are baptised and verified members of Eastern Christian Churches including Orthodox Churches whose membership is supported by their religious leader** (see explanatory note f). Application for girls from an Eastern Christian Church or Orthodox Church must be supported with a Certificate of Baptism and a letter confirming membership of the applicable church, signed by the appropriate priest.
6. **Girls who are baptised or dedicated members of other Christian denominations that are part of Churches Together in England whose membership is supported by their religious leader** (see explanatory note g). The application must be supported by a letter confirming membership of the Christian denomination, signed by the minister of religion and a copy of your daughter's Certificate of Baptism or Dedication if relevant.
7. **Girls who are members of other faiths who attend a recognised place of worship and whose membership is supported by a recognised minister or religious leader** (see explanatory note h). The application must be supported by a letter confirming membership of that faith, signed by the faith leader.
8. **Any other girls**

Oversubscription tie-breakers within each criterion:

Where the number of applicants exceeds the number of places available within any of the 8 criteria listed above, the following tie-breakers will be applied in the order stated below:

- A. A girl with a **sister**, including a step-, half-, adopted or foster sister, living at the same address and attending The Holy Cross School in September 2024.
- B. A girl who has a strong **medical, pastoral or social need** for attending this school, making the school particularly suitable.
 - When an application is made on medical, pastoral or on social grounds, Governors will assess strong, relevant, up to date evidence in the form of **two supporting letters**: one provided by the current school and one other supporting letter from a professional authority (such as a qualified medical practitioner, education welfare office, social worker or religious leader). Letters **must** be submitted together with the Supplementary Information Form.
- C. A girl 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.

- D. A girl **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.

Explanatory Notes (forming part of the admissions arrangements):

- a. An **'Education, Health & Care Plan' (EHCP)** 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 child.
- b. A **'Looked After child'** in accordance with section 22(1) of the Children Act 1989, is defined as any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school. A **'Previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or became subject to a child arrangement order or special guardianship order. Looked After and all Previously Looked After children, includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications made under criterion 1 or 3 must be accompanied by details of circumstances and professionally supported evidence (e.g. from a social worker) and the relevant orders.
- c. **'Catholic'** means a member of a Church in full communion with the **See of Rome**. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (*see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome*). 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 child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church 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). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required.
- d. The priest concerned would be the priest of the church where the parent/carer normally worships.
- e. **'Catechumen'** is a person who wishes to be baptised and has been accepted into the Order of Catechumens through the appropriate liturgical rite. **'Enrolled and registered in the Catechumenate'** means formally registered as undergoing instruction leading to baptism into the Catholic Church.
- f. **'Orthodox Churches'** are those eastern Churches not in full communion with the Catholic Church, who have retained the Catholic tradition regarding the sacraments. In this group are included (for the purpose of admissions) members of other Churches which the Apostolic See judges to be in the same position as the aforesaid eastern Churches as far as the sacraments are concerned.
- g. **'Churches Together in England'** – The Governing Body will refer to the list of member churches
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on the Churches Together in England website. (Note: Children of other Christian denominations means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. A full up to date list of Churches that are members of Churches Together in England (CTE) can be accessed from the [CTE website.](#))

- h. **'Girls of other faiths'** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- A religion which involves belief in more than one God and,
 - A religion which does not involve belief in a God

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterized by a belief in a supreme being and an expression of belief in that supreme being through worship.

The reinstatement of the obligation to attend Mass as of 5th June 2022

As of the 5th June 2022, Pentecost, the Bishops of England and Wales reinstated the obligation to attend Mass on Sundays and Holy Days. Parents applying for a place at The Holy Cross School, under a faith based criteria will need to complete a Supplementary Information Form. Evidence of practice will be measured by frequency of attendance at Mass as validated by either a priest or minister, as was the case prior to 18th March 2020. These arrangements apply to the admissions round for 2024.

Students with an Education, Health & Care Plan (EHCP)

The admission of students where the Education, Health & Care Plan (EHCP) names the school is dealt with by a completely separate procedure. This procedure is integral to the development and maintenance 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*. Girls with an Education, Health and Care plan that name the school must be admitted without reference to the criteria for entry. Any girl admitted with an Education, Health & Care Plan naming the school, during the normal admission round, will reduce the total number of places on offer by one. For a girl whose EHCP does not name the school, the parent must submit a CAF in the same way as for other girls and their application will be prioritised in accordance with the school's criteria for entry.

Education out of a child's chronological age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Although not a requirement, parents have the responsibility to provide evidence to support their application should they choose to. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- Complete the Local Authority common application form or the in-year admission form, as appropriate.
- Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The Governors of The Holy Cross School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely; and
- the views of the Headteacher.

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. The decision of the panel is final.

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 paragraph 3.17 of the School Admissions Code 2021. Admitting girls 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 girl is directed under the Local Authority's Fair Access Protocol, they will take precedence over those girls already on the waiting list.

General Data Protection Regulation

Admissions data will be retained by The Holy Cross School for one year. It will then be securely destroyed. We share admissions information with the local authority to facilitate the admissions process. In order to fulfil our obligation in regard to admission appeals, all information received for appeals will be shared with the members of the Independent Appeal Panel and the Clerk. These papers will be collected and destroyed by the school at the end of the appeals process.

Review and Monitoring

This policy will be monitored and reviewed annually by the Governing Body. The review will take place following the completion of each admission cycle.
