

The Holy Cross School



Sixth Form Admissions Policy

Policy Details

Status	Effective Date	Review Date	Prepared by	Reviewed by	Approved by
Statutory	February 2024	October 2024	SSV	DMF	Governors

Policy to be reviewed every year



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1. Applying for Sixth Form

Admission is open primarily to students from The Holy Cross School, then if places are available, to any external girls and boys who have attended other schools and 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 2025 is 130 (including internal and external students). A minimum of 10 places will be offered to external students.

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, students 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 students 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 Where insufficient numbers request a course, the course may be withdrawn.

2. Years 7-11 Admissions

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

3. Oversubscription criteria 1 to 6

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 baptised Catholic applicants (see explanatory notes b and c) evidenced by a copy of the official Certificate of Baptism.
2.
 - i) Applicants who are baptised Catholics whose Mass attendance (at the time of application) is verified by their priest evidenced by a copy of the official Certificate of Baptism and a signed and stamped Certificate of Catholic Practice Form (CoP) (see explanatory notes c and d)
 - ii) Baptised Catholic applicants evidenced by a copy of the official Certificate of Baptism but without a Certificate of Catholic Practice Form (CoP).
3.
 - i) Other Looked After or previously Looked After applicants (see explanatory note b)
 - ii) Students enrolled and registered in the Catechumenate, evidence of enrolment into the catechumenate should be by an official letter from the parish priest (see explanatory note e)
4. Applicants who are baptised (where infant baptism is practiced) and verified members of Eastern Christian churches including Orthodox churches or those who are members of other Christian denominations that are part of Churches Together in England (see explanatory note f and g) evidenced by a copy of the signed Certificate of Baptism or Dedication (where applicable) or a signed letter from the religious minister on official letterhead paper confirming membership of the Christian denomination.



5. Applicants 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) evidenced by a signed letter from the faith leader on official letterhead paper confirming membership of the faith.
6. All other applicants (i.e. applicants who do not meet any of the criteria listed above.)

4. Oversubscription tiebreakers within each criterion

Where the number of applicants exceeds the number of places available within any of the 6 criteria listed above, the following tie-breakers will be applied in the order stated below:

- A. An applicant with a sister or brother, including a step-, half-, adopted or foster sister/brother living at the same address currently on roll at the school and who will continue to be enrolled at The Holy Cross School in September 2025.
- B. An applicant whose parent/carer 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.
- C. An applicant 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. Where parents/carers live separately, the application must be based on the address where the child lives most of the time. Where the child lives equally with both parents/carers at different addresses, parents/carers must decide who makes the application before applying to the Local Authority. Only one application can be made for the child. Proof of the equal shared care agreement and the child's residency at this address should be provided with the application in all such circumstances. If the parent/carer with whom the child lives less of the time applies, the Local Authority will not accept that application. The Local Authority will not mediate between parents/carers if there is a dispute or when two applications are submitted, one by each parent/carer. Only one application will be accepted, and the final decision will rest with the Local Authority after all submitted evidence has been considered.

5. Explanatory Notes

These notes form part of the admission 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 3a 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. **Certificate of Catholic Practice**
The Certificate of Catholic Practice is a form signed by the parish priest to confirm that a child applying to a Catholic primary or secondary school is a practising Catholic. This determination is based on Mass attendance, as outlined in the Church's canon law, and is supported by reasonable, evidence-based observations. The definition of 'Catholic practice' aligns with the Church's requirements and can be applied consistently by all priests. 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 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.
- h. **'Applicants who are members 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 characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

6. Application Procedure

Please visit the '[Applying to Sixth Form](#)' page on the school website for further information on how to apply.

7. Students with an Education, Health & Care Plan

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.

8. Education out of a child's chronological age group

Parents/carers 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. Where the application is for an in-year transfer, a student must first be accepted and on roll at the school within their chronological age group before a request for education out of age group can be considered. Although not a requirement, parents/carers have the responsibility to provide evidence to support their application should they choose to. If parents/carers wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of their 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/carer's views;
- any 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.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group and it is the Governing Body who, having considered the circumstances of each individual case, will make a decision.

9. Waiting Lists

Students who have not been offered a place in Year 12 will be given the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria and sub-criteria set out in this policy. It should be noted that, no matter how long a student's name has been on the waiting list,



their position may change if the school adds a student to the list who has a higher priority according to the oversubscription criteria. Placing a student's name on the waiting list does not guarantee that a place will become available and does not prevent them exercising their right to appeal against the decision not to offer a place.

10. 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. Parents/carers have the right to make oral representations to the Appeal Panel. The decision of the panel is final.

11. Fair Access Protocol (FAP)

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 students under the protocol may require the school to admit above the planned admission number for the year group. It is possible that when a student is directed under the Local Authority's Fair Access Protocol, they will take precedence over those students already on the waiting list.

12. General Data Protection Regulation (GDPR)

Admissions data will be retained by The Holy Cross School for one year. It will then be securely destroyed. 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.

13. Review & Monitoring

The school's admission arrangements will be monitored and reviewed annually in the Autumn Term by the Governing Body and are determined in February every year.



Appendix 1: Applicant Supporting Documentation Form

This document does not form part of the admissions arrangements and is only offered to support the admissions administrative process.

This form is available to download from the school website or from the link below.

Insert link to the form [here](#).



Appendix 2: Certificate of Catholic Practice Form

This form should be completed if the applicant would like to apply under criterion 2i). This form is available to download from the school website or from the link below.

Insert link to the form [here](#).