



ST. JOSEPH'S
CATHOLIC COLLEGE

Admissions Policy and Supplementary form 2016

St Joseph's Catholic College
Octotal Way
Swindon
SN3 3LR
Principal – Paul Hughes
www.stjosephs.swindon.sch.uk
info@stjosephs.swindon.sch.uk

Introduction

St Joseph's is a vibrant Catholic academy in the centre of Swindon. It admits students between the ages of 11 and 19. The Board of Directors is the admitting authority on behalf of the Trustees and Bishop of the Clifton Diocese. The College encourages all students to reach their full potential and strongly promotes faith and moral values. The parent or carer are encouraged to contact the College for more information about the College before applying for a place.

Policy

The published admission number for year 7 entry for 2016 will be 232. If the College is oversubscribed the places will be allocated using the oversubscription criteria given below. Evidence to support the criteria is required. Children who have an education, health and social care plan or statement of special educational needs which names St Joseph's will be admitted if a place is available.

Oversubscription criteria in order of priority

1. Looked after and previously looked after children who are baptised Catholics
2. Baptised Catholic children whose parent or carer is employed by the College at the time of consideration and attend a feeder school.
3. Baptised Catholic children who attend a feeder school at the time of consideration and who have a sibling who is expected to attend the College at the time of admission
4. Baptised Catholic children who attend a feeder school at the time of consideration
5. Baptised Catholic children whose parent or carer is employed by the College at the time of consideration
6. Baptised Catholic children who have a sibling who is expected to attend the College at the time of admission
7. Baptised Catholic Children
8. Looked after and previously looked after children
9. Children of other Christian denominations whose parent or carer is employed by the College at the time of consideration and attend a feeder school
10. Children of other Christian denominations who attend a feeder school or are seeking to transfer from another secondary school and have a sibling who is expected to attend the College at the time of admission
11. Children of other Christian denominations who attend a feeder school
12. Children of other Christian denominations whose parent or carer is employed by the College at the time of consideration
13. Children of other Christian denominations and have a sibling who is expected to attend the College at the time of admission or are seeking to transfer from another secondary school
14. Children of other Christian denominations who are not included in the criteria above
15. Children of other faiths whose parent or carer is employed by the College at the time of consideration and attend a feeder school
16. Children of other faiths who attend a feeder school or are seeking to transfer from another secondary school and have a sibling who is expected to attend the College at the time of admission
17. Children of other faiths who attend a feeder school

18. Children of other faiths whose parent or carer is employed by the College at the time of consideration
19. Children of other faiths and who have a sibling who is expected to attend the College at the time of admission
20. Children of other faiths
21. Children who do not fall into the criteria listed above.

Main Year 7 applications

Students are admitted at the age of eleven without any reference to ability or aptitude. The academic year will start on 1 September 2016 although the child's first day may be different to this.

The parent or carer must complete the common application form which is available from the local authority in which they reside. This should be completed and returned to the local authority in which the child resides. The Board of Directors also requests that parent or carer complete the supplementary form if applying on faith grounds.

Both forms should be submitted by 31 October 2015. The Board of Directors will consider all correctly filed applications against the criteria given above and provide a ranked list to the local authority who will then inform the parent or carer of whether a place has been offered on 02 March 2016.

Summer born children.

In accordance with the DfE guidance on "Summer born children" a parent or carer may request for a child to be admitted to a year group later than that of their natural cohort. This applies to children born between 1 April and 31 August. The College will take into consideration the individual circumstances of the case to determine whether the request can be granted. Where the request is granted, the parent or carer will be required to reapply during the normal admission round of the following intake in order to ensure they are fairly considered against the admission criteria. The parent or carer should make the request in sufficient time to allow the College to determine whether such a request can be granted.

Requests for a place outside of the child's normal age group

The Board of Directors will consider requests for places outside of the normal age group. They will take into account the parent or carer's views as well as information about the child's academic, social and emotional development and where relevant their medical history.

In year applications

The Board of Directors admission panel meet regularly to review applications, the number of students attending the College and the applicants on the waiting list. They allocate vacant places as soon as possible. The oversubscription criteria apply as detailed above and a ballot is used to allocate places where there are more applicants than places.

Supporting evidence

In order to establish which oversubscription criteria applies the following evidence is required:

- For Catholic and Christian children whose faith recognises baptism – a copy of the child’s baptism certificate . This is required for criteria 1, 2, 3, 4, 5, 6 and 7 for Catholic Children and criteria 9, 10, 11, 12 and 13 for Christian children as detailed in the Interpretation section.
- For Christian faiths who do not recognise baptism and all other faiths – a letter of support from a Priest, Minister or local leader of faith. This is required for criteria 15, 16, 17, 18, 19 and 20.
- The letter of support should not be more than 6 months old at the time it is provided to the College and from the same faith as the child.
- Evidence of attendance at a feeder school will be requested.
- Where the child’s parent or carer is employed by the College reasonable evidence of parentage may be requested.
- Where the child is looked after or previously looked after the College may seek reasonable evidence of this such as a certificate of adoption, a residence or a special guardianship order.

Waiting list

If an application is unsuccessful the applicant will be placed on the waiting list for four calendar months from the date of refusal for in year applications and four calendar months from the start of the autumn term for applications for the key entry point to the College which is year 7.

The waiting list may change as applications are received, applicants are offered places, applicants provide evidence of religious affiliation or the applicants have been on the waiting list for four months. After four months applicants will be removed from the waiting list and will need to re-apply for a place.

The waiting list is considered regularly by the Board of Directors Admissions panel.

Appeal

If a child is not offered a place, the parent or carer have the right to appeal to an independent panel. The Parent or carer should write to the Admission Officer with the appeal or contact the College for a form to complete for the appeal. There are strict timescales for the appeal process which must be adhered to.

This is detailed in the appeals timetable which is available on the College website.

Process of allocating places

Where there are more applications than places the Board of Directors will allocate places according to the oversubscription criteria provided above. If there are more applicants in a criteria than there are places then a ballot will be held to allocate the places in order. Applicants will be allocated random numbers and these will be pulled out of a vessel randomly. This process will be overseen by an individual independent of the College. A minimum of three Directors will meet to allocate places. Notes of all meetings are taken by the Admission Officer.

The College complies with the local authority fair access protocol.

Interpretation

Catholic – this means those baptised as Catholic who can produce a baptism certificate or letter from a Priest confirming their child is entered on the Parish Baptismal Register. Application with supporting evidence of membership of churches in full communion with Rome (as defined by the Catholic Education Services guidance October 2007) will be considered ‘Catholic’. Where a child has been baptised into another Christian faith and received into the Catholic Church, evidence of this is required. This is normally a copy of the child’s first Holy Communion certificate. These children will be treated as if they have a Catholic baptism certificate for the purpose of the oversubscription criteria.

Christian- this means those who accept the doctrines of the Trinity and the Incarnation as professed in the Nicene-Constantinopolitan Creed.

Feeder school - St Joseph’s designated Catholic feeder schools in Swindon are: Holy Rood Catholic Primary, Holy Cross Catholic Primary, Holy Family Catholic Primary, St Catherine’s Catholic Primary and St Mary’s Catholic Primary,.

Letter of support – A letter from a Priest, Minister of local leader of faith which states they support the child’s application to the College. The letter should be less than 6 months old at the time it is presented to the College.

Looked After children – Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation “a looked after child” is a child in public care at the time of the application to the College

Previously looked after Children – Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

Summer born children – Children who are born in the last two terms of the academic year

Sibling – Children who share one natural parent or carer, step brother or step sister, or have been legally adopted or fostered into the family. Where possible multiple births will be given equal preference but in the case of oversubscription a ballot may occur.

Employed by the College – a member of staff who is employed by the College for two or more years at the time of consideration of the application Priority may also be given for the children of a member of staff who has been recruited to fill a vacant post for which

there is a demonstrable skills shortage. Reasonable evidence of parentage may be requested.

Supplementary Form for Admission in the Academic Year 2016-17

The Board of Directors of the College are the Admission Authority. They request that the parent or carer complete this supplementary form and provide the necessary evidence of faith if applying on faith grounds. The supplementary form can be found on the following page.

In addition to this form the **Common Application Form** for applying to school which is available from the Local Authority has to be completed. Without this form the College will be unable to consider the application. This form should be returned to the Local Authority.

Supplementary Form

The completion of this form does not imply acceptance by the Board of Directors of the College. Full consideration will be given and acceptance will be subject to the admissions criteria.

All applicants will be advised of the Board of Director's decision in writing. The Local Authority admission department will write to the parent or carer for the main allocation and the College will write to the parent or carer for all applications at other times.

The Board of Directors reserve the right to withdraw the offer of a place if it is based on fraudulent or intentionally misleading information provided by the parent or carer. The parent or carer is asked to complete both the Local Authority Common Application Form and this supplementary form. The closing date for admissions to year 7 is 31 October 2015.

Child's Surname: _____ Date of Birth: _____

Child's Forename(s): _____

Present school if applicable: _____

Home Address:

Post code: _____

Home telephone number: _____ Mobile contact number: _____

First parent/carer living at permanent home address above:

Title: _____ Forename: _____ Surname: _____

E mail address: _____ Relationship to child: _____

Second parent/carer:

Title: _____ Forename: _____ Surname: _____

E mail address: _____ Relationship to child: _____

Home address (if different from above):

Please circulate to indicate your answer.

1. Has your child been baptised or received into the Catholic Church? Yes/No

If yes, the Board of Directors require a copy of the certificate or a confirmation of entry into the baptismal register authorised by the Parish Priest for the above named child. It must be presented to the College at the time of application. If the child has been received into the Catholic Church, confirmation of this is required in the form of a Holy Communion Certificate.

2. Does your child attend one of the Catholic feeder schools if applicable
Yes/No

3. If you have answered no to the question 1 above please state which faith or Christian denomination your child follows.

4. If your child follows a Christian denomination please state whether or not they have been baptised/christened. Yes/No

5. Have you enclosed your child's baptismal certificate or First Holy Communion certificate if applicable? Yes/No

Please note the first Holy Communion certificate is only required if the child has converted to Catholicism.

6. Have you enclosed a letter of support from your current Minister of Religion?
Yes/No

Please note this is required for all applicants who are applying on faith grounds for criteria 15-20 for year groups 7-11 and 9, 10 and 11 for year groups 12 and 13

7. Please state if either of the child's parents or carers are employed by the College.
Yes/No

please state who _____

8. Please give details of any siblings who will be attending St Joseph's in the year of admission:

Name: _____ Tutor Group: _____

Have you completed the **Local Authority common application form** for year 7-11?
Yes/No

FOR ENTRY TO YEAR 12 AND 13 ONLY
GCSE subjects and predicted grades

Subject	Expected Grade	Subject	Expected Grade

Admissions Policy for year 12 and 13

At Age 16 and Over

St Joseph's Catholic College is an independent Academy within the Clifton Diocese. The Board of Directors acts as its own admissions authority.

The Directors of St Joseph's are pleased to accept applications to the Sixth Form from students of all denominations and faiths. We do expect all applicants to respect the Catholic ethos of the college. The criteria published below will be applied in order to all applications who meet the entry requirements for particular courses on offer.

Where applications for admission exceed the number of places available, the criteria will be applied in order of priority as set out above.

After you apply, you will be invited to an informal meeting to talk about your subject choices and why you want to join St Joseph's Catholic College Sixth Form.

Prior attainment requirements at GCSE or equivalent are required for entry to curriculum pathways. Our minimum entry requirements are at least 5 C grades at GCSE (or equivalent). Certain subjects may only accept students who have achieved a GCSE grade B or above in their subject area.

We have a range of subjects at Level 3 (advanced) available for you to study here. It is necessary to study at least three level 3 courses at Sixth Form unless there are exceptional circumstances that the Head of Sixth Form would consider.

Post-16 Pathways		
GCSE Grades	You can choose..	This can lead to...
Mostly A* or A grades	4/5 AS courses as per the options available	University: Oxbridge and Russell Group Universities
5A* - C grades with a range of results	Select 3 AS courses as per the option blocks available	University, Apprenticeship or Employment
4A* - C grades	Select 3 BTEC courses or/and an Applied course	University, Apprenticeship or Employment

Progression from Year 12 to Year 13

Students wishing to progress to year 13 are expected to have successfully completed year 12. If there are any concerns subjects may only be continued following a written request from the subject Team Leader, outlining exceptional circumstances

There is then a probationary period until the end of the first term. The decision to allow a student to restart Year 12 will be made at the discretion of the Head of Sixth Form following consultation with Subject Leaders. There is a probationary period until the end of the first term. Some Year 13 students may want to start an AS subject in Year 13. The student must consult with the Head of Sixth Form before transferring to an AS course and there must be space on the course to accept the student.

The published Admission number for year 12 and 13 will be 150 over the two year groups. If the College is oversubscribed the places will be allocated according to the oversubscription criteria given below. Places are allocated to students who are already attending St Joseph's Catholic College first. This will only be applied after applicants meet the minimum entry requirements.

Oversubscription Criteria in order of priority

1. Looked after and previously looked after children who are baptised Catholic's
2. Baptised Catholic children whose parent or carer is employed by the College at the time of consideration.
3. Baptised Catholic children who have a sibling who is expected to attend the College at the time of admission
4. Baptised Catholic Children
5. Looked after and previously looked after children
6. Children of other Christian denominations whose parent or carer is employed by the College at the time of consideration
7. Children of other Christian denominations who have a sibling who is expected to attend the College at the time of admission
8. Children of other Christian denominations
9. Children of other faiths whose parent or carer is employed by the College at the time of consideration
10. Children of other faiths who have a sibling who is expected to attend the College at the time of admission
11. Children of other faiths
12. Children who do not fall into the criteria listed above.

Supporting evidence

In order to establish which oversubscription criteria applies the following evidence is required:

- For Catholic and Christian children whose faith recognises baptism – a copy of the child's baptism certificate . This is required for criteria 1, 2, 3, and 4 for Catholic Children and criteria 6 7 and 8, for Christian children as detailed in the Interpretation section.
- For Christian faiths who do not recognise baptism and all other faiths – a letter of support from a Priest, Minister or local leader of faith. This is required for criteria 9, 10, and 11.
- The letter of support should not be more than 6 months old at the time it is provided to the College and from the same faith as the child.
- Where the child's parent or carer is employed by the College reasonable evidence of parentage may be requested.
- Where the child is looked after or previously looked after the College may seek reasonable evidence of this such as a certificate of adoption, a residence or a special guardianship order.

Waiting List

The College will maintain a waiting list until 31 December for each year group..

Process of allocating places

Where there are more applications than places the Board of Directors will allocate places according to the oversubscription criteria provided above. Places will be allocated from year 11 students already attending St Joseph's prior to applications from external students. If there are more applicants in a criteria than there are places then a ballot will be held to allocate the places in order. Applicants will be allocated random numbers and these will be pulled out of a vessel randomly. This process will be overseen by an individual who is not connected to the management of the College. A minimum of three Directors will meet to allocate places. Notes of all meetings are taken by the Admission Officer.

Eligibility for places

Entrance into the Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school sixth forms that apply at the time.

Currently, students can be admitted into the Sixth Form if:

- They are British Citizens and / or EU nationals.
- Non-EU nationals can be admitted into the sixth form if, for example:
- they have 'Exceptional' or 'Indefinite Leave to Remain' in this country;
- they have refugee status;
- their residency is a condition of their parent or carer legal employment status in this country.

Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons. The St Joseph's Catholic College Sixth Form is unable to accept students on a fee-paying basis.