

## SIXTH FORM ADMISSION ARRANGEMENTS FOR SEPTEMBER 2017-2018

### Introduction

Sacred Heart High School Hammersmith is a Catholic 11-18 comprehensive school for girls. The school has academy status and is within the Trusteeship of the Society of the Sacred Heart. It was founded by the Society of the Sacred Heart to provide education for children of Catholic families. The school is governed as part of the Catholic Church, in accordance with its Trust Deed, Articles of Association and Funding Agreement with the Department for Education. The school seeks at all times to be a witness to Jesus Christ.

### Internal Candidates

Students who are already on the roll in Year 11 at the school will simply transfer to Year 12 if they meet the academic entry requirements for sixth form courses, which are the same for Year 11 students and external candidates. Year 11 students at Sacred Heart High School will follow the school's internal application procedures.

### Places Available

The total number of places, including those taken up by internal Year 11 students, in Year 12 is 150.

### **The Published Admission Number of places for external candidates to join Year 12 is 40.**

The Governing Body has discretion to admit over the PAN where the uptake from Year 11 students is lower than expected. This means that there may be more places available for external candidates than indicated above, once the uptake from Year 11 students is known.

The school will **not** admit below the PAN if the uptake from Year 11 students is higher than expected.

### **Minimum Academic Entry Requirements for Internal and External Candidates**

Candidates must achieve the following minimum academic entry requirements:

1. Candidates wishing to take BTEC Level 3 Diploma in Business must achieve eight GCSEs including English Language and Mathematics, at Grade 5 or above in English Language and Mathematics and at Grade C or Grade 5 (whichever is applicable) or above in all other subjects. There are twenty places available on this course and, where insufficient applications are received from candidates achieving the aforementioned grades, up to five places may be offered to candidates who achieve eight GCSEs at Grade C or Grade 5 or above, but who have only achieved Grade 5 in **either** English Language **or** Mathematics, rather than both. These candidates must retake the GCSE that they did not attain a Grade 5 in later in the first term, and must achieve a Grade 5 at that time.
2. Candidates wishing to take A level courses must achieve eight GCSEs including English Language and Mathematics, at Grade 5 or above in English Language and Mathematics and at Grade C or Grade 5 (whichever is applicable) or above in all other subjects, in addition to the subject specific requirements set out below.
3. Candidates wishing to take an A level course in any of the Sciences (Physics, Chemistry and Biology) must achieve Grade A or above at GCSE in that subject, as well Grade 7 or above in Mathematics. Candidates who did not sit GCSE Triple Sciences must achieve Grade A or above in both Core and Additional Science and Grade 7 or above in Mathematics;
4. Candidates wishing to take an A level in Modern Languages (French and Spanish) or

Mathematics must achieve Grade A or Grade 7 (whichever is applicable) or above at GCSE in that subject.

5. Candidates wishing to take any other A level subject which they have previously studied at GCSE must achieve Grade B or Grade 6 (whichever is applicable) or above at GCSE in that subject, unless otherwise specified in the Sixth Form Course Handbook.
6. Candidates wishing to take any other A level subject which they have **not** previously studied at GCSE must achieve Grade 6 or above in English Language, and meet any other requirements for that particular course as set out in the Course Handbook.

The school does **not** select candidates based on ability or aptitude. Candidates achieving grades which are higher than the minimum academic entry requirements set out above will **not** be given higher priority than those achieving the minimum entry requirements at lower grades. Places will be allocated to candidates achieving the minimum academic entry requirements in accordance with the oversubscription criteria set out below.

### **Oversubscription Criteria for Year 12 External Candidates only**

Where the school receives more applications from candidates who have achieved the minimum academic entry requirements than there are places available, places will be allocated in the following order of priority:

#### **1. Catholic Looked After and Previously Looked After Girls**

Catholic 'looked after' girls and Catholic girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after (see Note A).

#### **2. Catholic Girls with a Certificate of Catholic Practice**

Catholic girls with a Certificate of Catholic Practice (see Note C).

In order to be included within this category, a completed, signed and dated **Certificate of Catholic Practice** and a copy of the **candidate's baptismal certificate** must be provided in addition to the Application for Admission to Year 12 (External Candidates) by the application deadline.

#### **3. Catholic Girls**

Catholic girls (see Note D).

In order to be included within this category, a copy of the **candidate's baptismal certificate** must be provided in addition to the Application for Admission to Year 12 (External Candidates) by the application deadline.

#### **4. Other Looked After and Previously Looked After Girls**

All other looked after and previously looked after girls of any faith or no faith.

#### **5. All Other Girls**

All other girls not falling within oversubscription criteria 1 to 4 above.

## **Measuring Distance**

Where the school becomes oversubscribed within any of the above categories priority will be given to those living nearest to the school. The distance from the candidate's home address (see definition of home address in Note B) to the school will be measured by London Borough of Hammersmith and Fulham using a computerised measuring system which measures the distance in a straight line from the point of the candidate's home address to the centre point of the school as determined by Ordnance Survey. The actual route of travel on foot, by car or using public transport will not be a factor which is taken into consideration.

The point in a block of flats from which distance is measured will be the same for all candidates living there regardless of where their flat is within the block. This means that all candidates who live in that block of flats will be regarded as living an equal distance from the school, and the order in which places are allocated will therefore be determined by applying the tie breaker.

## **Tie Breaker**

Where two applications cannot otherwise be separated because they live an equal distance from the school, the order in which places will be allocated will be determined by the drawing of lots in the presence of an independent witness.

## **Twins and Children of Multiple Births**

Where a place is achieved by a twin or child of a multiple birth but there are no remaining places for their twin or multiple birth sisters, the school will admit the remaining twin or multiple birth sisters over the published admission number.

## **Notes on the Oversubscription Criteria**

- A. "Child Arrangements Order". A Child Arrangements Order is an Order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children "looked after" immediately before the Order is made qualify in this category.
- "Looked after child" has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).
- "Adopted" means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.
- "Special Guardianship Order" is an Order under the terms of the Children Act 1989 s.14A which defines it as an Order appointing one or more individuals to be a child's special guardian(s).
- B. The candidate's home address will be the address that the candidate lives and sleeps at for 51% or more of her time from Monday to Friday during term time. This will usually also be the address at which Child Benefit is claimed or, if ineligible for Child Benefit, the address at which the candidate is registered with their G.P. and dentist.

The candidate must be living at the address at the application deadline. If the candidate's home address changes after the application deadline but before admission, the applicant must notify the school immediately confirming the reason for the change of address. Where the Governing Body is satisfied that the application contained fraudulent or intentionally misleading information relating to the candidate's home address, any offer of a place made will be withdrawn, and the applicant may face prosecution.

The Governing Body reserves the right to request documentary evidence from candidates where the candidate's home address has not been established on receipt of the application to their satisfaction.

- C. 'Catholic girls with a Certificate of Catholic Practice' (oversubscription criteria 2) means girls:
- who provide a Certificate of Catholic Practice signed by the Parish Priest or the Priest in charge of the Church where the family practises;
  - who were baptised in a Catholic Church within six months of their birth or, with a legitimate cause, within twelve months of their birth;
  - who were received into the Catholic Church within six months of being adopted or, with a legitimate cause, within twelve months of being adopted.
- D. Candidates who do not provide a Certificate of Catholic Practice signed by the Parish Priest or the Priest in charge of the Church where the family practises or who were baptised in a Catholic Church more than one year after their birth, or who were received into the Catholic Church more than one year after their adoption, will **not** fulfil the definition of 'Catholic Girls with a Certificate of Catholic Practice' and will be placed into oversubscription criteria 3 – 'Catholic girls'.

### **Certificate of Catholic Practice**

Candidates applying under oversubscription criteria 2 must submit a Certificate of Catholic Practice ('CCP') by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Please complete the top part of the form with your details and then take the form to your parish priest (or the priest at the parish where you normally worship) for signature. It is your duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic.

### **External Applications for Admission to Year 12**

The Sixth Form Prospectus, Course Handbook and Admission to Year 12 (External Candidates) Form will be made available from the school and may be downloaded from the school's website.

Candidates must complete Part A of the application form and then provide it to their current Headteacher, Head of Year 11 or Senior Member of Staff to complete Part B (predicted grades), and sign, date and stamp the form before it is submitted to the school.

The application deadline for submission of applications for admission to Year 12 (with all other necessary documents) is 4.00pm on Friday, 4<sup>th</sup> November 2016.

### **Open Session**

Candidates should attend an Open Session in the Autumn Term of Year 11 at which the procedures for application and the entry requirements will be explained. The Sixth Form Course Handbook will outline the courses to be offered and will be distributed. Attendance at the Open Session is not compulsory and does not form part of entry requirements but will be helpful for candidates.

### **Course Suitability Meeting**

External candidates who have the required level of predicted grades will be invited to visit the school to meet with members of staff to discuss the courses they wish to study. The ethos and expectations of life in the sixth form will be explained at this meeting. This meeting is not an interview and its outcome will play no part in the decision to offer a place to a candidate, but will be helpful for candidates in deciding which courses and course combinations they wish to apply for.

## **Provisional Offers**

The Governing Body will make provisional offers to candidates for whom the required level of predicted grades have been confirmed by their current school where there are spaces in the courses offered, applying the oversubscription criteria where necessary.

Where a candidate has not been successful in achieving an offer, it may be possible to offer a different combination of subjects from those applied for.

Candidates will have five school days to confirm whether they have accepted the conditional offer of a place.

## **Examination Results**

Candidates must provide the school with their GCSE result slips on the day that they are published to enable their conditional offer of a place to be confirmed.

The Governing Body will then make final offers of places to candidates who have achieved or bettered the minimum academic entry requirements, applying the oversubscription criteria as necessary, and will withdraw conditional offers where the candidate did not achieve their predicted grades.

## **Late Applications**

The Governing Body will consider late applications received during the summer holidays and at the beginning of the Autumn Term. Candidates can be admitted where places remain available up until the third week of that term.

## **Sixth Form Reserve List**

Candidates whose predicted grades are at the required level but who did not achieve a conditional offer of a place will be placed on the Sixth Form Reserve List which will be ranked in accordance with the oversubscription criteria set out above.

The Sixth Form Reserve List will be maintained until the publication of examination results in August. Where a vacancy arises before that date, a conditional offer will be made to the candidate in first position on the Sixth Form Reserve List.

## **Sixth Form Waiting List**

After the date that GCSE results are published, candidates whose achieved grades are at the required level but who did not achieve an offer of a place will be placed on Sixth Form Waiting List which will be ranked in accordance with the oversubscription criteria set out above.

## **Statutory Right of Appeal**

Candidates who were unsuccessful in achieving a place have a statutory right of appeal against the refusal. Full details of how to appeal, including the deadline by which the appeal must be submitted, will be included within the refusal letter.

## **Applications for Admission Outside Normal Age Group**

Candidates who want to be admitted to a year other than with their normal age group must apply directly to the Governing Body.

Candidates must obtain an Application for Admission of Child Outside Normal Age Group Form by

downloading it from the school's website or from the school's office. The completed, signed and dated form must be submitted to the school, together with supporting evidence from the candidate's current school as soon as possible before the application deadline. An application for admission must also be submitted in the usual way, as set out above.