

## **FULL ADMISSIONS POLICY SEPTEMBER 2019 ENTRY**

### **Co-ordinated Sixth Form Admission System for External Students 2019/20**

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Bradfield School, Forge Valley Community School, High Storrs Community Secondary, King Edward Community Secondary, King Ecgbert Academy, Notre Dame Catholic High School, Sheffield Park Academy, Sheffield Springs Academy, Silverdale School and Tapton School.

The Local Authority is the “Admission Authority” for High Storrs and King Edward VII Community Schools. It is responsible for determining the admission arrangements for external applicants to both school sixth forms.

The remaining schools are their own “Admission Authority” and responsible for setting their own admission oversubscription criteria, details are provided below.

#### **Internal Applicants**

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria.

#### **The Co-ordinated Admission Arrangements**

##### **Application Procedure**

All Sheffield students should have access to UCAS Progress and should make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Sixth Form Admission Officer  
Inclusion and Learning Service  
Floor 5  
North Wing  
Moorfoot  
Sheffield S1 4PL

#### **Application Timescale for Admission to the 2019/20 Academic Year**

##### **Autumn Term 2018**

All open evenings are to be held in November 2018. Please check with individual schools for details

**Closing Date:** 31 January 2019

**Allocation Date:** 26 February 2019

## **Available places for External Students**

The minimum number of places available at Notre Dame High School for **external** applicants from September 2019 is 20.

## **Exceptional Circumstances**

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been Looked After and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

## **Admission oversubscription criteria for Notre Dame High School**

### **Criteria for Admission**

#### **Category 1**

Looked After Catholic students (Footnotes 1 & 2)

#### **Category 2**

Catholic students (Footnote 2)

#### **Category 3**

Other Looked After students (Footnote 1)

#### **Category 4**

Other students in Diocesan secondary schools (Footnote 3), catechumens (Footnote 4) and members of an Eastern Christian Church (Footnote 5)

#### **Category 5**

Other students. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students – Academic Year 2019-20.

## Oversubscription

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place. This will take account of any priority within the category afforded to siblings/children from feeder schools.

## Minimum Entry Requirement

The minimum entry requirements apply equally to all categories:-

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students – Academic Year 2019/20 which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a **minimum entry requirement** for entry to the sixth form:

- for all level 3 courses the minimum entry requirement is **normally 5 or more grades 5-9 at GCSE** including English Language and Mathematics (except under exceptional circumstances)
- A further minimum requirement may be set in terms of the **required subject grade** for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

### Footnote 1

*A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) 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 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, or became subject to a child arrangements order, or special guardianship order.*

### Footnote 2

*'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. 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 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. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.*

*A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.*

*Footnote 3*

*Diocesan Feeder Schools for Admission into Notre Dame High School*

*All Saints Catholic High School, Sheffield*

*St Mary's High School, Chesterfield*

*St Bernard's High School, Rotherham*

*The McAuley School, Doncaster*

*St Pius X, Wath upon Dearne*

*Holy Trinity, Barnsley*

*Footnote 4*

*'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.*

*Footnote 5*

*'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*

*Footnote 6*

*Late applications will be dealt with in accordance with the LA scheme.*

*Footnote 7*

*Waiting lists will be dealt with in accordance with the LA Scheme.*

*Footnote 8*

*False Information*

*1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a student with a stronger claim to a place at the school, the offer of a place may be withdrawn.*

*2. Where a student starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the student has been at the school.*

*3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.*

*Appeals against any decision to refuse admission*

*If a place is not available, parents have the right of appeal to an independent Panel. Further information about the appeal procedures will be issued with the decision letter.*

**For further information regarding admissions, please contact one of the following:**

Mrs Pamela Barnes, Sixth Form Admissions Officer, Local Authority

Email: [pamela.barnes@sheffield.gov.uk](mailto:pamela.barnes@sheffield.gov.uk)

Tel: 0114 2735790

Notre Dame High School

Email: [enquiries@notredame-high.co.uk](mailto:enquiries@notredame-high.co.uk)

Tel: 0114 2302536