

Diocese of Hallam

<p style="text-align: center;"><i>Admissions Policy for Notre Dame High School Sixth Form for the Admission Year 2018/ 2019</i></p>
--

Introduction

Within the City of Sheffield, the Catholic community has a rich tradition of nurturing and developing high quality Christian Education.

In continuing this rich tradition, the Catholic Diocese of Hallam is committed to maintaining and developing Notre Dame High School for the benefit of the Common Good.

Parental Preference

The Local Authority UCAS Progress and Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis.

The Published Admission Number i.e. the minimum number of places that will be available to external candidates is 120.

Criteria for Admission

In each category places will be prioritised for children who are looked after or previously looked after children who are not Catholic. New Regulations introduced within the new Admission Code of Practice extend this category to also include students who were looked after but ceased to be so, because they were adopted or become subject to a residence order of special guardianship order. (Footnote 1)

Category 1

Students in diocesan secondary schools (Footnote 2) and other Catholic students. (Footnote 3)

Category 2

Other students. Within the 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 2017-18.

Criteria that will be applied if there are more applications than places at the school

Where there are more applications for admission than the planned admission number stated, the Governing Body will apply the following criteria:

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

Each time a place (or places) becomes available at the school, a round of random allocation will take place to determine a child's position on the waiting list, each time a place being allocated to the child that occupies top position on the waiting list.

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 2017-18, 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 AS/A2 (level 3) courses the minimum entry requirement is **normally 5 or more A*-C grades at GCSE** including English Language and/or Maths (except under exceptional circumstances)
- for double or single award A Level (level 3) the minimum entry requirement is **normally 5 or more C grades at GCSE** including English Language and/or Maths (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 this prospectus.

For further details of the Sixth Form Admissions arrangements, please contact Mr Dransfield, Sixth Form Manager: sdransfield@notredame-high.co.uk

Footnote 1

Definition of "Looked after children"

A 'Looked After Child' has the same meaning as in Section 22(1) of the Children Act 1989, and means a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order

Footnote 2

Catholic Feeder Schools for Admission into Notre Dame VI Form

- All Saints 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 3

Catholic children are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

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

Footnote 4

Exceptional Circumstances

It is important that proper 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 in a sixth form school but because of his/her exceptional circumstances has not met the normal entry criteria. These circumstances may, for example include asylum seekers, students with special educational needs which can only be met at a particular school and students with a physical disability who require adapted buildings and/or facilities. These circumstances may also 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 normal admission criteria.

Footnote 5

Place of residence

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

Footnote 6

Late Applications

Late applications will be dealt with in accordance with the criteria as set out above.

Footnote 7

Waiting List

Waiting lists will be dealt with in accordance with the criteria set out above.

Footnote 7

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 the Governing Body's decision to refuse admission

If a place is not available, parents have the right of appeal to an independent panel.