Appendix 6 – PROPOSED

Year 12 new intake policy for St Katherine’s School – 2014-15

Key: NSC = North Somerset Council

a) Students are admitted to the Sixth Form, on the condition that they have met the academic entry criteria of the school concerned and subject to the availability of places.

b) Students already attending a School do not need to formally apply for places in year 12 at that school, but will be informed by the school of the entry criteria for specific courses to be met. The following oversubscription criteria, is therefore for students who do not currently attend the school applied for.

c) By statute, entry will not be dependent on attendance or behaviour record. An application may be refused if admission would exceed the Admission Number and if it would cause prejudice the provision of efficient education or the efficient use of resources.

d) Withdrawal of places: a place may be withdrawn if it transpires that the application was fraudulent or intentionally misleading. If the student is already at the school, the length of time already spent there will be taken into account

Oversubscription criteria

If more applications are received by the closing time and date that met the academic entry criteria for a school for the relevant courses, the school would make every possible effort to accommodate extra numbers. Were this not possible, the following oversubscription criteria, given in order of priority, would be used to allocate places.

i) Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order

‘Children in Care’ are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

ii) Children living in the school’s First Geographical Area.

iii) Children living outside the school’s First Geographical Area.

When applying the criteria in priority order, priority within each criterion will be given, in order, to:
a) children with a brother or sister who will be attending the school.

b) for children living within the school’s First Geographical Area only: children with a brother or sister within the same intake year group (for example twins or triplets) applying for the same school.

c) children living closest to the school. The distances will be measured in a direct line between the address points of the child's home and the main entrance to the school, indicated on NSC computerised system(s).

Where the direct line distances are equal, priority will be given to those living closest to the school, measured by the shortest route. Should these distances also be equal allocations will be made drawing lots.

**Timetable**

1. From the beginning of Term 2 (in 2013-14 school year) application forms will be available from St Katherine’s School and the North Somerset Council School Admissions and Transport Team for Year 12 admission in September 2014.

2. The closing date for receipt of applications to be considered in the first round of allocations is 4.30pm on 27 January 2014.

3. Application forms should be returned to St Katherine’s School.

4. The School will inform those to be offered a place by 24 February 2014.

5. The School will inform those applicants refused a place at their school. The letter will explain about the applicants’ right to lodge an appeal to an independent appeal panel.

**Additional Information**

**(a)** Places are not reserved for those who, for whatever reason, apply late.

**(b)** Applications will be accepted for children living within the United Kingdom who meet one or more of the following:

- are resident in the UK
- hold full British Citizen Passports
- are from countries whose passports have been endorsed to show that they have the right to abode in this country
- are from the European Economic Area (EEA).

People who live outside of the United Kingdom (UK) may apply, however applications for children who do meet one of the above will not be accepted until the child is in this country.

**(c)** Where on-time applicants change address, the application will be considered from the new address in the first round of allocations, providing independent
confirmation of the new address is received before the allocation of places has been finalised. Other changes in application details, changes in applications, received after the closing date will be treated as a late application and so will not be considered in the first round of allocations unless the school consider there is an extenuating reason for allowing them to be treated as if the latest information had been received by the closing time and date. This will only apply to late applications or changes received before the allocation of places has been finalised.

(d) In relation to paragraph (c) above, examples of extenuating circumstances include (but are not limited to) the following:

(i) If an applicant is moving and the school is the nearest to the new home measured by walking route on NSC’s computerised system(s). Proof of the property move (for example, if it is a family move evidence of the exchange of contracts with a completion date or if it is just the child moving, a change to the child benefit book) needs to be sent to the school at the earliest opportunity.

(ii) The child is from a family of a Crown Servant or of UK Service Personnel, and the MOD, FCO or GCHQ have provided a letter declaring a return date and residency area.

(iii) The application was late due to significant health/medical reasons and independent confirmation of this is provided.

(e) Proof of posting cannot be considered as confirmation of receipt of an application unless accompanied by official evidence to prove delivery.

(f) Providing a child meets the academic entry requirements, where the school is named in a child’s Statement of Special Educational Needs the admission authority is legally required to admit the child to the school. Such children will therefore be allocated places before the over-subscription criteria are applied. Applications of this type will take priority over all other requests for places.

(g) Home address - for school admission purposes the school will normally consider the child’s home address to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. It will not include the address of a child that is different from his/her parents/carers where the move to this address is expressly linked to obtaining a school place. Where parents do not live together and the child spends equal amounts of time with both parents/carers, the school will consider the home of the parent/carer who made the application to be the child’s home.

The school will not accept more than one address as the child’s home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show for example the address to
which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child’s home address. Parents are urged to reach agreement but where they do not, the school will determine the home address.

The school may undertake rigorous residency checks and reserves the right to request independent confirmation of the child’s place of residence.

(h) For those moving house they will be considered from their proposed address in the first round of allocations if they are able to confirm independently before the allocation of places has been determined for that they will be moving to an address before the start of the school year. Examples of independent confirmation are a solicitor’s letter confirming the exchanges of contracts with a completion date, or a tenancy agreement signed by both parties. Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill. Proof of residency received after the allocation of places has been determined will normally only be taken into account in any subsequent rounds of school place allocations.

(i) The school will withdraw an offer in limited circumstances. An example may be where it can be shown that offer was obtained on the basis of a fraudulent or an intentionally misleading application such as a false claim to residence at a particular address, which effectively denied a place to a student with a stronger claim. Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information.

Where applicants who do not respond to an offer of a place within 21 days, the offer may be withdrawn and the place offered to another applicant.

(j) If students do not commence attendance at school at the start of term 1 and the school is not given a satisfactory reason for the absence the place may be withdrawn and if applicable will be offered to other applicants.

(k) Applicants can appeal against the decision not to offer a place at the school. Any one refused a school place will be advised of the processes relating to their right of appeal and will be told who to contact to make their appeal.

(l) Late applications. Applications made at any time will be considered, however places will not be allocated until after those applications made prior to the closing date.

(m) Where the school receives an application form that has not been fully completed with all of the information necessary to enable the application to be considered, the school will contact the applicant to request the outstanding information. For on-time applications, if the outstanding information is supplied within a date specified by the school to the applicant but after the closing date, it will be accepted as an on-time application. If it is not received within the requested timescales it may not be counted as on-time unless an explanation that is considered to be satisfactory by the school is provided.
The First Geographical Area (FGA) is an area of priority for the school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the FGA. Please see the over-subscription criteria above and a map of the FGA below.

A child is a brother or sister if they are a full, half, step or an adoptive brother/sister of another child. Full brothers/sisters are defined as children who have the same biological or adoptive parents. Half brothers/sisters are defined as children who share only one biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time at the address North Somerset Council considers to be the address of the child for whom the application is made.

For the first round of allocations, a brother or sister must be attending the school at the time of admission. It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at the school(s) or to inform the school if a child obtains a place after they have applied.

Applications may be made by pupils or by their parent(s).

The school shall hold a list of those applicants still seeking a place at their preferred school(s), until the last day of term 2 in 2014. All applications will be ranked in line with the above oversubscription criteria and allocations will be made in accordance with it. Priority will not be given on the basis simply of the date an application was added to the list.

Applicants may keep in contact with the school to ascertain when and if any vacancies arise during the school year.

Applications received after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations unless, for late applications received before the allocation of places has been determined only, the school consider there is an extenuating reason for allowing them to be treated as if they had been received by the closing time and date. All other late applications will not be considered in the first round of allocations but will be considered, in accordance with the over-subscription criteria, in the next round of allocations if places are available.

**Admission Number: 10   Capacity: 120**

**Minimum academic entry criteria:**

Level Two Course: Students who have achieved up to and including the equivalent of four GCSEs at grade C are eligible to follow the one year study route.

Five GCSE passes at C grade or above (or equivalent) permit access to level three courses. Students can study GCE AS/A2 courses, BTEC level 3, the Diploma or a combination of these. For most subjects, a C grade or equivalent is required at level two; where this has not been available, comparable qualifications will be taken into account.
The exceptions to this are as follows:

- Biology, Chemistry and Physics require a B at GCSE
- Maths requires a B at GCSE
- Further Maths requires and A or A* at GCSE
- Product Design 3D and Textiles only require study of this subject or similar at level two.
- Drama and Theatre Studies may require an audition, dependent on previous study / achievement.
- English Literature and Language will require an informal course suitability interview with Head of Faculty.

Students who achieve 7 or more passes at GCSE grade C or above (generally achieving at least Bs in subjects of further study) will usually be expected to pick up four AS subjects, though this decision will be agreed with full consideration of individual circumstances.

Whilst applications will be processed in accordance with this scheme the school/NSC will exercise discretion and may deviate from it in exceptional circumstances where it is felt appropriate to do so.

It should be noted that these arrangements are subject to alteration to reflect any changes in legislation, case law, Council/school policy, or to ensure legal compliance.
The First Geographical Areas for the school is as follows:

St Katherine's Secondary
First Geographical Area

Scale 1:5400
Date 26 November 2010