



## APPLICATION FOR A PLACE IN THE SIXTH FORM

The Governing Body of Saint Cecilia's Church of England School operates an Open Sixth Form, accepting both its own pupils and those from other Secondary Schools without reference to their religious commitment, but who have shown a specific desire in their application to continue their education in a Church School, as well as a willingness to contribute to the school's Christian ethos.

The Sixth Form is a place of learning and a place of personal development. Students are provided with a first class experience as they develop into young adults and prepare for Higher Education or the world of work. With greater flexibility and greater responsibility, students are expected to act as positive rôle models for younger pupils in the school so that they, in turn, also aspire to become a part of the Sixth Form.

Year 11 pupils who wish to apply for one of the Year 12 places available each year will need to fulfil the General Conditions of Entry together with the minimum academic requirements shown below. Applications from External Candidates are also welcomed and the minimum number of external applicants likely to be admitted is 10.

## GENERAL CONDITIONS OF ENTRY

Places will be offered providing the following General Conditions are met:

- Saint Cecilia's Church of England School Sixth Form is able to provide a suitable course.
- The applicant meets the Minimum Academic Requirements.

## MINIMUM ACADEMIC REQUIREMENTS

The school will publish specific criteria in relation to minimum academic entrance requirements in the Sixth Form Prospectus for the range of courses available based upon GCSE qualifications or other measures of prior attainment.

## THE APPLICATION PROCESS

All prospective students are welcome to attend the Saint Cecilia's Church of England School Sixth Form Open Evening in the Autumn Term, where they will be able to meet staff and collect specific subject details.

Prospective students are then invited to request a Consultation Meeting.

All prospective students are treated equally and are offered a Consultation to ensure that they are matched to the courses that will most likely lead to their future success.

The Consultation will be an opportunity for a prospective student to discuss suitable courses and engage with the concept of Post-16 education at Saint Cecilia's Church of England School. This is an opportunity for the prospective student to express his or her preference and discuss the potential advantages and disadvantages of specific combinations of subjects.

Following the Initial Consultation, prospective students are invited to submit an Application to the Sixth Form indicating their chosen combination of subjects.

Provided the applicant meets the General Conditions of Entry, a provisional offer will be made which lays down the Conditions of Entry.

Once GCSE results are known, those applicants who have met the minimum academic requirements and any other conditions of the offer will have their provisional offer confirmed. Acceptance of the offer must be confirmed by the date specified in the Offer Letter; otherwise the place may be withdrawn.

Once the offer has been accepted, the student prepares for enrolment which takes place on GCSE results day or the first day of the Autumn Term.

In the event of oversubscription priority will be given in the following order to:

- (i) Looked After Children (Children in Public Care) and those who ceased to be looked after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order [see Note (a)];
- (ii) applicants currently on roll at the school in Year 11;

- (iii) students with a sibling in the school on the date of enrolment [see Note (b)];
- (iii) students living nearest to the school using a straight line measurement.

A waiting list will be established.

### **PROGRESSION FROM YEAR 12 TO YEAR 13**

Progression from Year 12 to 13 is dependent upon achievement in Year 12.

#### **Notes:**

- a) A Looked After Child is a child in the care of a Local Authority or provided with accommodation by that Authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by Section 46 of the Adoption and Children Act 2002 or Section 12 of the Adoption Act 1976. A residence order is defined by Section 8 of the Children Act 1989. A child arrangement order is defined by Section 8 of the Children Act 1989 as amended by section 14 of the Children and families Act 2014. A special guardianship order is defined by Section 14A of the Children Act 1989.
  
- b) A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living at the same address as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.

### **APPEAL ARRANGEMENTS – EXTERNAL APPLICANTS**

Applicants refused a place at the school will have the right to appeal against the decision to an independent admission appeal panel established under the School Standards and Framework Act 1998. Appeals must be received within 20 school days of receipt of the letter refusing a place at the School.

Should an appeal be unsuccessful, the Governing Body will not consider further appeals from those applicants within the same academic year unless there have been significant and material changes in their circumstances.

If you wish to appeal, please download an Appeal Form from the Admissions section on the school's website or contact the school's Admissions Officer to request a form.

### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

***Whilst the school endeavours to run all the courses on offer in the Subject Information Guide, should a course be significantly undersubscribed it may not be feasible for it to run. If this is the case you will be informed in writing before the end of the Summer Term.***