

## **ADMISSION ARRANGEMENTS 2024-25 Post 16 provision**

St Katherine's School is an academy and part of Cathedral Schools Trust (CST) who is the admission authority.

St Katherine's School aims to provide a high quality, comprehensive Post-16 education offering a range of academic and vocational level 3 courses in a supportive environment. Students have a range of pathways on offer once they have completed Key Stage 4. Through the admissions process, informal discussions with students are used alongside attainment data to explore the options available and to explore subject choices, ensuring students are selecting an appropriate pathway.

### **Admission Number**

The admission number for Year 12 is 100. This is the number of places which will be offered on an annual basis to eligible **external** applicants. i.e students who are not already on roll at St Katherine's School. If fewer pupils intend to transfer from Year 11, the school will admit over the admission number.

St Katherine's will admit any students with an Education, Health and Care Plan (EHCP) naming the school.

However, it should also be noted that there may be a limit on the number of places available on any particular course. An application may be refused if it prejudices the efficient provision of education or efficient use of resources.

### **Conditions of Admission**

In considering applications, we will accept students on to courses on which they can be expected to have a reasonable chance of success. Evidence for making this judgement has to be an appropriate level of prior academic achievement; without this, we believe we would be wrong to lead students to believe they had a reasonable chance of success.

Students are admitted to the Sixth Form on condition that they have met the academic entry criteria and, subject to the availability of places. Applications are welcomed from students who are not currently St Katherine's students. The academic entry requirements for courses are the same for all applicants. By law applications cannot be rejected on the grounds of a poor attendance or behaviour record.

## Entry Criteria

To be eligible to enter the sixth form both internal and external students will be expected to have met the minimum academic entry requirements. Course requirements are published annually on the website at the beginning of the academic year prior to admission. Individual subjects will have their own minimum GCSE attainment grade as detailed in the course handbook issued each year.

## Admissions Process

Term 2 Sixth Form Opening Evening

Term 2/3 Prospectus and admissions forms are available to prospective applicants.

Term 3 Closing date for applications is 31 January 2024

Term 3/4 Informal discussion meetings with students and letters of confirmation of conditional offers sent to applicants.

**Post examination results:** Meeting with students to discuss results and letters of confirmation of offers of places for 2024-25 sent to students.

## Oversubscription Criteria

If the school receives more applications than the Admission Number, the following over-subscription criteria will be used to allocate places, in order;

### 1. Looked after children and previously looked after children

Highest priority will be given to looked after children (children in care) or children who were previously looked after (previously in care) at the time the application is submitted and will be allocated places in this category.

A 'looked after child' is one 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, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted."

Applications in this category must be supported by documentary evidence confirming the child's status. A signed letter from the child's current or former social worker confirming their status must be provided with your application. For children previously in care, confirmation that the child was in care to the local authority immediately prior to an adoption, child arrangements or special guardianship order being granted. A copy of the order must also be submitted with your application. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care

outside England and of being adopted must be provided together with a copy of the adoption order with your application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the School.

**2. Children with a sibling attending the school, including the 6th Form, at the time of admission living within the First Geographical Area.**

**3. Children living within the First Geographical Area.**

**4. Children with a sibling attending the school, including the 6th Form, at the time of admission living outside the First Geographical Area.**

**5. Children of staff**

Next, priority will be given to children of staff who are employed by Cathedral Schools Trust (CST) where their main place of work is St Katherine's School. This will include all teaching and non-teaching staff who;

- a. have been employed at the School for at least two consecutive years at the time at which the application for admission is made; and/or
- b. were recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.

**Notes;**

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.
- Children of staff include their natural or adopted children, children placed with the staff member on a long term foster placement, their step-children (i.e. their spouse's children) and the children of their partner who lives with them. In all cases, the child must live at the same permanent address as the staff member.
- A staff member is an employee of CST with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by CST in the September the child is admitted.

Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form](#) to Mrs Kilgallon, St Katherine's School, Ham Green, Pill, BS20 0HU. Email: [kilgallond@skdrive.org](mailto:kilgallond@skdrive.org)

## **6. Other children living outside the First Geographical Area.**

### **Tiebreak**

Other than for category '5' above, within each criterion, priority will be given to children living closest to the school measured in a direct line. Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from building to school, the place will be determined by random allocation. This process will be independently verified.

### **St Katherine's School's First Geographical Area can be accessed [here](#).**

A First Geographical Area is an area of priority for a 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 First Geographical Area.

### **Siblings**

A sibling is defined as a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them **permanently** at the same address. 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 the admission authority considers to be the address of the child for whom the application is made.

For the avoidance of doubt this does not include cousins, other family members or friends. The Trust may require proof of relationship and/or proof of residence. A sibling must be attending (or is expected by the admissions authority to be attending) the school, including the 6th Form, on the date of admission, or year of entry.

### **Who can apply**

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country

### **Applicant's Home address**

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time as at the closing date and time. This would normally be the same address as a person who has parental responsibility for the child and is their main carer.

An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place will not be accepted. Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be considered to be that of the parent who made the application to be the child's home.

More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address. If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn.

If parents are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used. In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of the child. In reaching this decision, evidence may be requested from both parents. Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.

If a child is temporarily living away from his/her parents in a different Council area, the Council where the child ordinarily lives will continue to be the home Council.

Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at Closing Date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used\*, for example where a child is temporarily living away from his/her parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

\*If necessary this would be determined by North Somerset Council.

## **Distances**

A direct line distance is where distances are measured in a straight line between the address point of the child's home and the main entrance marker for the school, indicated on North Somerset Council computerised system(s). Unless stated otherwise, where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

If it is not possible to measure a distance on the North Somerset Council computerised system(s), North Somerset Council will use alternative methods.

## **Late Applications**

All applications received by the admission authority after the closing date will be considered late applications. Late applications will be considered after those received on time and will be considered after GCSE results day. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Admission of children outside normal age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should complete the [Form to request an out of normal year group admission](#) with the reasons for that request. Completed forms should be sent to Mrs Kilgallon, St Katherine's School, Ham Green, Pill, BS20 0HU. Email: [kilgallond@skdrive.org](mailto:kilgallond@skdrive.org)

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The Admissions Committee along with the Head Teacher will then decide whether such an out-of-year group place will be agreed or refused. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **Waiting Lists**

Where in any year the school receives more applications for Sixth Form places than there are places available, a waiting list will operate until 31 December in the year of entry. This will be maintained by the admission authority and it will be open to any parent

to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. In the case of sixth form admission the student may also ask for his or her name to be added to the waiting list.

The school will keep a list, ranked against the oversubscription criteria [1 - 6 above], of those applying for entry to Year 12 who are not made a conditional offer at Easter. Any of those students meeting the academic entry requirements on GCSE results day in August will be considered for a place if any students who were previously offered places, conditional upon meeting the above academic entry criteria, do not achieve their grades or do not take up their offer of a place in the sixth form.

### **Appeals**

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. For information please contact: [school@skdrive.org](mailto:school@skdrive.org)

### **Registered Address**

Head of School: Mr J Humphreys

St. Katherine's School

Ham Green

Pill

BS20 0HU

Tel No: 01275 373737

Email: [school@skdrive.org](mailto:school@skdrive.org)

Website: <https://www.stkaths.org.uk/>