



St John the Baptist School Sixth Form

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ADMISSIONS POLICY

For admission in 2025-26



Policy on Admission to SJB Sixth Form – September 2025

SJB Sixth Form: is an open access sixth form available to all students where every individual is highly valued and where care and concern for others is central to all work. All our students are expected to achieve their full potential and become equipped for adult life. Everything we do is guided by the Gospel values.

St John the Baptist School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its articles of association, and seeks at all times to be a witness to Jesus Christ.

The Governors ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be considered for a place here. We welcome applications from those of other denominations and faiths, or of none.

The Governors currently seek to maintain a total of 340 students in the Sixth Form, resulting in an anticipated annual student intake of around 170 internal and external applicants.

External Candidates Published Admission Number – 20. (If capacity allows additional spaces will be offered above PAN)

Conditions of Entry

Students will only be admitted into the Sixth Form if, in the judgement of the Sixth Form Team, a suitable course is available for them that is appropriate and meets their needs.

Students who achieve a place in the Sixth Form will be guided by the Sixth Form Team on suitable courses to follow, and students will not be permitted to follow a course deemed unsuitable.

Students are only eligible to study at SJB if they are following a full time course. A full time course comprises a minimum of 3 A levels. (This condition may be waived in exceptional circumstances and at the discretion of the Sixth Form Team.)

Minimum Entry Requirements

Students already educated at St John the Baptist School during Years 7-11 will automatically be eligible for the SJB Sixth Form so long as they meet both the minimum entry requirements and the Conditions of Entry as listed above.

Applications are welcomed from students who attended other high schools and wish to apply for a place at St John the Baptist Sixth Form. To be admitted students from other schools must meet both the minimum entry requirements and the Conditions of Entry as listed above.

The minimum entry requirement is five or more **GCSEs**, including a minimum of Level 5 in Maths and English plus three further subjects at Level 4 or above. Some subjects may stipulate a higher grade in a relevant GCSE subject.

Continuation of A2 Courses

The requirement for students to be following a full time course remains the same with 3 A levels constituting a full time course.

We encourage students and their parents to visit the SJB Sixth Form in order to find out more about how we work and the education that we offer.

If you would like to visit and discuss entry please telephone our Admissions Manager Mrs Nicola Risman on 01483 729343 ext 122. Details can also be obtained on the Open Evening for candidates.

Procedures for Admission

External students applying for a place at St John the Baptist School Sixth Form **must** complete and submit the application form before the published closing date of 4pm on Monday 6 January 2025.

It is really important that forms are completed as they collect essential information to allow the Governors to put all applicants in order of priority for admission under the SJB Sixth Form Admissions Policy. The Governors are the admissions authority for the school and are responsible for deciding the order of priority for admissions to the school.

If there are 20 or fewer external applications, all external applicants who meet both the minimum entry requirements and the Conditions of Entry will be allocated a place. The school operates an equal preference system so all applications are treated equally against the Admissions Criteria.

If there are more than 20 external applications received who all meet both the minimum entry requirements and the Conditions of Entry, those external places will be allocated according to the following criteria and in the order stated.

- 1) 'Looked after' students who are in the care of the Local Authority and 'previously looked after' students who were in the care of the Local Authority (see also Note 1 below).
- 2) Catholic students who have exceptional medical, social, compassionate or family need (see also Note 2 and 3 below).
- 3) Catholic students attending other high schools. (See Note 3).
- 4) *Non-Catholic children who have exceptional medical, social, compassionate or family need (see also Note 2 below).
- 5) Any other students.

Additional Information

Note 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 (i) in the care of a local authority or (ii) 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 arrangement order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Note 2. ***Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to this school, this must be specified on the application form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child's medical consultants. Governors will consult the LA's medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school.

***Exceptional social need:** If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be considered at the time of the application for a school place. This will need to be specified on the application form and evidence provided, e.g. a report from Social Services or from a priest detailing why this school is the most appropriate placement for the child given the circumstances of the case.

If you wish to apply for a place under Category 2 or Category 4 a submission in writing must be made to the Chair of Governors together with all supporting evidence.

The Governors also follow The Admissions Code with regard to children who have an Education Health and Care Plan. The admission of students with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. (An 'Education, Health and Care Plan' is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child).

Note 3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). 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 into the Church 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. In terms of an application to this school, a child will not be treated as Catholic if the date for baptism or the ceremony of acceptance into the Catholic Church is after the closing date for applications. 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.

If accepting all applicants in a particular category would cause the SJB Sixth Form's external admission number in that year group to be exceeded, a tie-breaker will be used to define those students living nearest to the school gates thus giving them precedence for admission within that category. Distance will be measured in a straight line from the address point of the student's home (including flats) as set by Ordnance Survey to the main entrance of the school. This is calculated using the Local Authority Admissions and Transport Team's Geographical Information System. In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school, the applicant to be ranked with the higher priority will be selected by the drawing of lots supervised by an independent person.

Where two or more applicants share priority for a place e.g. where two applicants live equidistant from the School, the applicant to be ranked with the higher priority will be selected by the drawing of lots supervised by an independent person.

A child's address is classified as where the child spends most of the time. For cases where there is formal equal shared custody it is will be up to the parents to agree which address to use.

Appeals

Students who are unsuccessful in their application for a place in the Sixth Form are entitled to appeal to an independent panel if they disagree with the decision. Any appeal should in the first instance be directed to the Admissions Manager, who will explain the procedure.

Waiting List Policy

If a place is not offered to a student because of over-subscription, their name to be put on a waiting list. The list will be in the descending hierarchical order of the categories in the admission criteria. In order to support the needs of Catholic families moving into the area, and regardless of other factors, a student's position on the list may change if the Sixth Form adds a student's name to the list that has a higher priority e.g. a baptised Catholic student whose family is moving or has recently moved into the area.

Late Applications

Applications received after the closing date will only be considered, depending on the availability of places and according to the Admissions Criteria, and will only be considered when applications who met the deadline have been processed.