

# ST LEONARD'S

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CATHOLIC SCHOOL

SIXTH FORM ADMISSIONS POLICY

for September 2023 entry

St Leonard's Catholic School is a voluntary aided Roman Catholic comprehensive school in the trusteeship of the Diocese of Hexham and Newcastle and is part of the Bishop Wilkinson Catholic Education Trust. It is part of the provision of Catholic education in this diocese. The school exists to provide a Catholic education for children of the Catholic community. Once it has met its historic and current obligations to children of the Catholic community, St Leonard's welcomes those who support the distinctive religious ethos of the school.

Pupils in Year 11 at St Leonard's are eligible for a place in the Sixth Form if they meet Sixth Form entry requirements. The Sixth Form welcomes applications from other students. All applicants must complete the Sixth Form application form and meet Sixth Form staff to establish whether St Leonard's is able to offer an appropriate course of study for the individual. This meeting will be arranged following receipt of formal applications and will take place after the GCSE examinations.

## I. ENTRY REQUIREMENTS

### Advanced Level Study

The entry requirements for Advanced Level study are:

- (a) each applicant must achieve at least eight GCSE or equivalent Level 2 Qualification passes at grade 9 – 1.
- (b) each applicant must achieve at least five GCSE passes<sup>1</sup> at grade 9 – 4.
- (c) each applicant must achieve **at least four GCSE grade 5 passes including** at least a **grade 5 or 6** in each subject to be taken at A Level (see course entry requirements listed in section 6 of this admissions policy).
- (d) any applicant wishing to study a science subject (Biology, Chemistry, Physics) at A Level must achieve at least a **grade 6** in GCSE Combined Science if taking double science rather than separate sciences. If taking separate sciences then the applicant must achieve at least a **grade 6** in the science subject to be taken at A Level.
- (e) any applicant wishing to study a subject at A Level that they are not currently studying at GCSE must consult the list of entry requirements listed in section 6 of this admissions policy.

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<sup>1</sup> For Route A entry to A Level study, equivalent Level 2 Qualifications are **not** accepted under the terms of this Admissions Policy. The five GCSE passes at grade A\*-C or 9-5 must be achieved in full GCSE courses.

- (f) any applicant currently studying a subject at GCSE that they wish to continue to study at A Level **must achieve at least a grade 5 or 6 (subject depending)** in that subject at GCSE.
- (g) any applicant failing to achieve at least a grade 4 in GCSE English and/or Mathematics undertake a re-sit course in Year 12
- (h) each applicant must study a minimum of three A Level courses to completion in Year 12.
- (i) each applicant must study the General Religious Education Course to completion<sup>2</sup>

### **BTEC Level 3 Extended Diploma Study**

The entry requirements for the BTEC Extended Diploma study are:

- (a) each applicant must achieve at least eight GCSE or equivalent Level 2 Qualification passes at grade 9 – 1.
- (b) each applicant must achieve at least four GCSE or equivalent Level 2 at grade 9 – 4.
- (c) any applicant failing to achieve at least a grade 4 in GCSE English and/or Mathematics undertake a re-sit course in Year 12.
- (d) each applicant must study the General Religious Education Course to completion
- (e) each applicant must undertake the work experience of this course, as arranged.

### **BTEC Level 3 Extended Diploma Study + ONE A Level Course**

The entry requirements for the BTEC Extended Diploma under Route B+ study are:

- (a) each applicant must achieve at least eight GCSE or equivalent Level 2 Qualification passes at grade 9 – 1.
- (b) each applicant must achieve at least four GCSE at grade 9 – 4 (please note that equivalent Level 2 Qualification passes are not acceptable under Route B+)
- (c) any applicant failing to achieve at least a grade 4 in GCSE English and/or Mathematics undertake a re-sit course in Year 12.
- (d) each applicant must study the General Religious Education Course to completion

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<sup>2</sup> Students who choose to study A Level Religious Studies are not required to study the NOCN General Religious Education Course.

(e) for the A Level course the applicant **MUST** achieve grade 5 or higher in the chosen subject grade 5 or 6 (subject depending)

**Please note: that not all A Level Courses may be available under Route B+.**

### **(i) OVERSUBSCRIBED COURSES**

If courses are oversubscribed, preference will be given in the following order:

- i. students in the care of a Local Authority (“looked after children”)<sup>3</sup> who meet entry requirements or Looked after children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
- ii. students currently at St Leonard’s who meet entry requirements.
- iii. baptised Catholic external applicants who meet entry requirements<sup>4</sup>
- iv. students who have a sibling<sup>5</sup> at St Leonard’s during the coming academic year who meet the entry requirements
- v. other external applicants who meet entry requirements

**Students with an Education, Health and Care plan or a statement of Special Educational Need:** Students who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named and agreed to be the most appropriate educational setting for the student, will be admitted.

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<sup>3</sup> A looked after child is 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 (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order made under Section 46 of the Adoption and Children Act 2002. A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. A special guardianship order is an order appointing one or more individuals to be a child’s special guardian or guardians (Section 14A Children Act 1989).

<sup>4</sup> Students who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria iii. will be asked to provide evidence that they have been baptised as a Catholic or have been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice. Catholics include Latin Rite Catholics (Roman Catholics) and Oriental Rite Catholics in communion with the See of Rome: the Maronite and Italo-Albanian Catholic Churches; the Chaldean and Syro-Malabar Catholic Churches; the Armenian, Coptic, Syrian and Syro-Makankara Catholic Churches, the Melkite, Ukrainian, Ruthenian and Romanian Catholic Churches, the Greek Catholic Church, the Byzantine Catholics in former Yugoslavia, the Bulgarian, Slovak and Hungarian Catholic Churches and the Eastern Catholic Communities (Russian, Belarussian, Georgian and Albanian) without hierarchies.

<sup>5</sup> Definition of Sibling: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Admission of Students outside their Normal Age Group:** A request may be made for a student to be admitted outside of their normal age group, for example, if the student is 'More Able' or has experienced problems such as ill health.

Any such request should be made in writing to the Head Teacher. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the student. In addition to taking into account the views of the Head Teacher who has statutory responsibility for the internal organisation, management and control of the school. The Governing Body will take into account the views of the parents and of appropriate medical and education professionals. Students admitted to the Sixth Form outside of their normal age group are required to meet the relevant entry requirements for their proposed programme of study.

We will not offer places to current St Leonard's students or external applicants who fail to meet the entry requirements and for whom no reasonable programme of study can be arranged.

**Tie breaker:** Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point\* of the child's house, or in the case of a flat from the centre point\* of the building, to the nearest school site entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN), which are national recognised datasets. The LA will not include any other routes. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point<sup>6</sup> of the child's house to the closest point on the nearest route on the ITN/UPN. In the event of distances being the equal for two or more students where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Any student failing to achieve at least a grade 4 in GCSE English and/or Mathematics will be required to undertake a re-sit course in Year 12.

For any student who has been refused admission due to oversubscription in the Sixth Form or on a particular course, a waiting list is available until 31 December 2023

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<sup>6</sup> In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

where priority will be given according to the above criteria based on the information provided at the time of application.

Further enquiries should be directed to the Head of Sixth Form. A Sixth Form prospectus is available.

Students who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

## **2. OPEN EVENING**

The annual Sixth Form Opening Evening gives both internal and external students the opportunity to discover more about the Sixth Form. This year Open Evening will take place on Wednesday 12<sup>th</sup> October from 6.00pm to 8.00pm. The evening is comprised of a short introductory presentation from the Head Teacher, and the Head of Sixth Form as well as an opportunity to meet departmental staff and talk to current students in both Year 12 and Year 13.

## **3. APPLICATION PROCESS**

The formal application process begins following the Sixth Form Open Evening.

### **(i) The Application Form**

All applicants are required to complete the Sixth Form Application Form and return it to:

Sixth Form Administrator  
St Leonard's Catholic School  
North End  
Durham  
DH1 4NG

### **(ii) Academic Information**

On receiving the application form, from an external applicant, St Leonard's will seek a reference from the school currently attended. The purpose of

this reference is to gain information regarding the applicant's attendance, work rate and capability to cope with the intended course of study. Information will also be sought from Heads of Department and Heads of Sixth Form for internal applicants. Please note that this is for information only.

### **(iii) Acknowledging Receipt of Application**

Receipt of applications will be acknowledged by post.

### **(iv) Important Deadlines**

Deadline for receipt of internal applications: Friday 4<sup>th</sup> November 2022.

Deadline for receipt of external applications: Friday 4<sup>th</sup> November 2022.

### **(v) Late applications**

Late applications will be considered by the Governors and included in the admissions procedure at the point when they are received. Each individual case will be considered by the Head of Sixth Form in consultation with the Head Teacher. No application submitted after the submission deadline (Friday 4<sup>th</sup> November 2022) can be guaranteed a place in Year 12 for that year of application. Course changes are only permitted at the discretion of the Head of Year in consultation with the Head of Sixth Form and in consultation with the appropriate Heads of Department. No course changes will be permitted after 30<sup>th</sup> September in the year of admission.

### **(vi) The honesty of the application**

Any false or deliberately misleading information given on the application form or in supporting papers, or any relevant information withheld, may lead to the withdrawal of a place, even after a student has started at the school.

### **(vii) Information and Assistance**

St Leonard's is committed to fairness and transparency in the way it operates its admissions procedures. Parents are invited to contact the school to discuss their situation and to obtain help in applying, especially if

they are disabled or have difficulties of language or are not familiar with school admissions.

### **(viii) Information and Advice Meeting**

As part of the application process all applicants are required to attend an 'Information and Advice Meeting'. The purpose of the meeting is to discuss with each applicant academic success to date and assist in the determination of future courses. These meetings will be arranged following receipt of applications and are scheduled to take place following the GCSE results.

### **(ix) Special Circumstances**

Special circumstances include educational, medical, social and compassionate reasons as to why the application of the student should be considered differently. Consideration may be given to the entry requirements or the expected/required programme of study.

Applications for special consideration are considered on a case by case basis.

The Governing Body will not offer places to current St Leonard's students or external applicants for whom no reasonable programme of study can be arranged.

Any student who wishes to make an application under special circumstances must include at least one letter from a relevant professional (such as social worker, doctor, priest) which sets out the evidence in support of the application to be considered.

The application will need to demonstrate why a place specifically at St Leonard's Sixth Form, or on a specific course, is in the student's best interest. The Governors will weigh each application on its individual merits, considering all and only the evidence submitted to them, also taking into consideration the ability of the school to meet the individual's needs and the overall balance of the school population. On the basis of the case presented to them, the Governors will decide whether or not an application is eligible for admission under special circumstances.

Special circumstances applications should, where possible, be made in advance of, rather than in response to, the publication of examination

results. If special consideration has already been made to and accepted by the examination boards the Governing Body reserves the right not to reconsider these circumstances.

In the event of a Special Circumstances Application being turned down by the Governors, the applicant has a right of appeal. Any appeal must be made in writing.

**(x) Pupil Admission Number**

Any student currently on roll at St Leonard's (Year 11 in the academic year 2022-2023) is eligible for a place in the Sixth Form providing they meet the entry requirements. For September 2023 St Leonard's Sixth Form has 40 places available for external candidates who meet the entry requirements. In the event of the Sixth Form being oversubscribed or meeting capacity, the oversubscription criteria (see section Iiv) will be applied.

**(xi) Capacity**

The Sixth Form capacity is 340 students. The maximum number of Year 12 students admitted for any given year is determined by the number of Year 13 students in that academic year.

#### **4. CONTINUATION REQUIREMENTS**

It is envisaged that all students admitted into Year 12 in September 2023 will continue at St Leonard's until the end of Year 13 in June 2025.

**(i) Year 12 criteria (Route A)**

The following criteria must be met in order to ensure continuation on route A:

- (a) students must achieve at least a grade E in each of their internal examinations.
- (b) students must work effectively towards their target grades as given at the beginning of each academic year
- (c) students must demonstrate their commitment to A Level study by maintaining a minimum 90% attendance

(d) students must meet St Leonard's high expectations of behaviour and commitment in accordance with the Sixth Form Learning Agreement.

**(ii) Year 12 criteria (Routes B and Route B+)**

The following criteria must be met in order to ensure continuation on route B:

- (a) students must meet the pass criteria for their chosen course of study in each of the Year 12 units covered.
- (b) students must work effectively towards their minimum target as given at the beginning of each academic year
- (c) students must demonstrate their commitment to study by maintaining a minimum 90% attendance
- (d) students must meet St Leonard's high expectations of behaviour and commitment in accordance with the Sixth Form Learning Agreement.

Any student on **Route B+** must meet the above criteria (a) – (d) for the BTEC element of their Programme of Study and students must achieve at least a grade E in their internal examinations.

**(iii) Year 13 criteria**

The following criteria must be met during the Year 13 in order to ensure continuation:

- (a) students must work effectively towards their target as given at the beginning of each academic year
- (b) student must demonstrate their commitment to study by maintaining a minimum 90% attendance
- (c) students must meet St Leonard's high expectations of behaviour and commitment in accordance with the Sixth Form Learning Agreement.

## **5. EXPECTATIONS**

Expectations of behaviour and commitment are very high. Students are required to behave well according to a clear code of expectations and school rules and to

develop self-discipline and to show commitment to the ethos of the school community. This includes the wearing of the uniform, courtesy shown towards others, attendance, punctuality and a positive attitude to studies and the wider life of the school. Students are set challenging academic targets and encouraged to stretch their capabilities and to see what they can achieve.

The school's disciplinary system is both clear and demanding. The basis of this system is that students are expected to have respect for themselves, for their studies and for the school community.

## 6. ENTRY REQUIREMENTS - Route A Entry Requirements

A Level Subject	Entry Requirements
Biology	Grade '6' in GCSE Combined Science or in GCSE Biology (if studying separate sciences)
Business Studies	Grade '5' in GCSE Business Studies if taken or Grade '5' in GCSE Mathematics
Chemistry	Grade '6' in GCSE Combined Sciences or Grade '6' in GCSE Chemistry (if studying separate sciences)
Computer Science	Grade '6' in GCSE Computer Science if taken or Grade '6' in GCSE Mathematics or Grade '6' in ICT if taken
English Literature	Grade '6' in GCSE English Literature <b>and</b> Grade '5' in GCSE English
Fashion & Textiles	Grade '5' in GCSE Technology if taken or GCSE Grade '5' in English or GCSE Grade '5' in Mathematics
Fine Art	Grade '5' in GCSE Art, if taken, or GCSE Grade '6' in Technology
French	Grade '6' in GCSE French
Further Mathematics	Grade '7' in GCSE Mathematics
Geography	Grade '5' in GCSE Geography, if taken, or Grade '5' in GCSE Combined Sciences or Grade '5' in GCSE Biology (if taking separate Sciences).

German	Grade '6' in GCSE German
Government & Politics	Grade '5' in GCSE English Literature
History	Grade '5' in GCSE History if taken or Grade '5' in GCSE English Literature
Mathematics	Grade '6' in GCSE Mathematics
Media Studies	Grade '5' in GCSE English Language
Music	Grade '5' in GCSE Music <b>or</b> Grade 4 on a musical instrument.
Physical Education	Grade '5' in GCSE Physical Education if taken or Grade '5' in GCSE Combined Sciences or Grade '5' in GCSE Biology (if taking separate Sciences).
Physics	Grade '6' in GCSE Combined Sciences or Grade '6' in GCSE Physics (if studying separate sciences)
Product Design	Grade '5' in GCSE Technology if taken or GCSE Grade '5' in English or GCSE Grade '5' in Mathematics
Psychology	Grade '5' in GCSE Mathematics or Grade '5' in GCSE Combined Science or in GCSE Biology (if studying separate sciences)
Religious Studies	Grade '5' in GCSE Religious Studies
Sociology	Grade '5' in GCSE English Language

Please note that if you have studied a subject at GCSE and wish to continue that subject to A Level study you **MUST** have achieved at least a grade '5' at GCSE. **Route B and Route B+ Entry Requirements.** Please see Section I (ii) and (iii) of this policy.