

Holy Family Catholic School

SIXTH FORM Admissions Policy September 2016

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THE SCHOOL MISSION STATEMENT

Holy Family Catholic School is a Catholic community embracing the clear Christian values of respect, service and justice.

We are a family of many cultures sharing one faith.

We exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

INTRODUCTION

Holy Family Catholic School and Sixth Form is the only Catholic secondary school in the London Borough of Waltham Forest. The school is a mixed, comprehensive, specialist school catering for the needs of boys and girls between the ages of 11 and 19.

Holy Family seeks at all times to foster the growth of students' understanding and appreciation of their faith. By applying for a place at Holy Family Sixth Form, it is assumed that parents/carers wish their child to receive a Catholic education and support the aims and ethos of the school as described in the Sixth Form prospectus. Holy Family Sixth Form is an open access centre and welcomes applications from all backgrounds and faiths.

The Governing Body of Holy Family Catholic School intends to admit a minimum of 150 students into Year 12 for the academic year 2016/17. Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria for 2016/17 listed below.

Glossary of definitions

Catholic

Catholic means a member of the Church in communion with the See of Rome. This includes the Eastern Catholic Churches.

Practising Catholic

The Governors will determine practice of the Catholic faith with reference to the following:

- A copy of the child's Baptismal Certificate is to be attached to the Priest's Reference Form.
- The practice of the faith is confirmed by the Diocesan Priest's Reference Form.

Siblings

A brother or sister, residing under the same roof, who is currently attending the College. The term sibling also includes half-siblings, adopted siblings and step-children.

Residence

The residence at which a child lives with its birth parents, legal guardian or foster parents.

Over Subscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

- 1) 'Looked After Catholic Children' or Catholic 'Formerly Looked After Children' who have been adopted, who fulfil the overall and individual grade requirements of suitable courses, details of which can be found below.
- 2) Current Yr11 students of Holy Family Catholic School who fulfil the overall and individual grade requirements of suitable courses, details of which can be found in the Sixth Form course guide and application form.
- 3) Practising Catholics who are resident in the Deanery of Waltham Forest who fulfil the overall and individual grade requirements of suitable courses, details of which can be found in the Sixth Form course guide and application form.
- 4) All other applicants who fulfil the individual grade requirements of suitable courses, details of which can be found in the Sixth Form course guide and application form.

Where the offer of places to all applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied

- The attendance of a sibling, who will be on roll at Holy Family Sixth Form in September 2016 in Year 12 or 13, will increase the priority of an application within each category.
- Where the offer of places to all applicants in any of the categories above would lead to over subscription, the places up to the admission number will be offered to those living nearest the school. The distance measurement has been agreed by the Governors as 'a straight line from the child's home address to the front entrance of the Walthamstow House site', using the Local Authority's computerised measuring system, with those living closer to the school receiving highest priority.

Appeals Procedure

Parents may appeal against the decision of the Governors of Holy Family Catholic School to offer their child a place, in the first instance by writing to the Chair of Governors (Admissions Appeals) c/o the school within 14 days, stating the grounds for the appeal

- The appeal will be heard by an independent appeal panel, which will be made up of three people, none of whom have any connection with the

- school and one of whom will be a lay person. The lay person is someone who is aware of educational issues but is not directly involved with it.
- The Appeals Panel will accept representation from any interested parties in writing or in person at the appeal hearing.
 - The names of unsuccessful candidates will be placed on a waiting list, which will be organised in accordance with the Sixth Form Centre's Admissions Criteria.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names are normally removed from the list at the end of the Autumn, Spring and Summer terms, parents must make a fresh application to remain on the list for the following term.

Students with a Statement of Special Educational Needs

The Governing Body acknowledges that the law provides a quite distinct and separate process for the admission of those children with Statement of Special Educational Needs. The Governing Body undertakes to work in full co-operation with the appropriate agencies to ensure such applications are processed in accordance with the Code of Practice for Children with Special Educational Needs.

Grade Criteria

Please see the Sixth Form prospectus and application form for the details on the overall and individual grade requirements of suitable courses

Applications

Parents and students are asked to complete the Sixth Form application form and submit it by the deadline of Friday 11th March 2016. Interviews with members of the sixth form team will take place at the following times:

- 18th March (External applications)
- 22nd/23rd March (Internal applications)

Families will be informed of offers by Friday 15th April 2016. Deadline for letters appealing against an unsuccessful application to be received by the Chair of Governors, Mrs Debra Toomey, c/o Holy Family Catholic School by Friday 29th April 2016.

Waiting Lists

In addition to the right of appeal unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list.