

St. Michael's Catholic Grammar School

ADMISSIONS POLICY for 2018-19

Introduction

St. Michael's Catholic Grammar School was founded by the Sisters of the Poor Child Jesus 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 its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic School we aim to provide a Catholic education for all our pupils. At our School Catholic doctrine and practice permeate every aspect of the School's activity. It is essential that the Catholic character of the School's education is fully supported by all families in the School. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the School.

The Published Admissions Number (PAN) for Year 7 is 96 at age 11. Applicants must normally have had their eleventh birthday in the academic year (1st September – 31st August) immediately preceding entry. Any application for a child to be educated out of her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstance. Parents should write to the Chair of Governors when submitting their Supplementary Information Form (SIF) giving reasons and providing compelling professional evidence. Only girls who have ability suited to the curriculum of the School and whose parents or guardians desire for them a Catholic education will be admitted to the School.

Applicants should be aware that within living memory St. Michael's has always been oversubscribed with candidates who fulfil criterion 1 below.

Admissions Criteria

The following criteria will be used when pupils are selected for entry to the School and in the following order of priority.

1. Catholic girls :

- from a Practising Catholic family and
- who have made their First Holy Communion in the Catholic Church

Each year the Governing Body will admit to the tests, referred to below, girls (eligible by age) who fulfil the above requirements.

All applicants selected in accordance with this criterion 1 will be required to take written tests in Verbal and Non-Verbal Reasoning, English and Mathematics. Following the tests all applicants will be ranked in order starting with the highest score. Places will be allocated strictly in accordance with the score but if two or more applicants have an equal ranking then the applicant's marks in the Verbal Reasoning test will take precedence over Non Verbal Reasoning which will take precedence over English which will take precedence over Maths.

If having applied this formula there are still two or more applicants who have an equal ranking then the Governing Body will give preference to Catholic girls who are looked after or have previously been looked after. (Previously looked after girls are girls who were looked after, but have ceased to be so because they have been adopted or become subject to child arrangements orders or special guardianship orders).

2. St. Michael's, historically, has always been oversubscribed with candidates who meet criterion 1. In the unlikely event that the number of such applicants falls below 150 in any year then the Governing Body may invite such other female applicants (eligible by age) to the tests in order to bring the total number of girls tested to 150.

If two or more applicants are of equal ranking in the tests then the formula set out in criterion 1 will apply.

In the event of over-subscription within this criterion 2 the Governing Body will give priority to the following, listed in order of importance:

- a. Catholic girls who are 'looked after' and Catholic girls who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after;
- b. other Catholic girls;
- c. non-Catholic girls who are 'looked after' and girls who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after;
- d. girls from families practising in other Christian denominations (supported by a minister's reference confirming that they are practising in that denomination);
- e. other girls

In the event that two or more applicants are of equal ranking under any of the criteria, but cannot all be admitted, then priority will be given to the applicant whose Home address is nearest to the School. For this purpose distance is measured in a straight line between the applicant's Home address to the School's main gate using Barnet Council's computerised geographical information system.

Application Procedure

To apply for a place at the School you must complete and return two separate forms.

1. The School's Supplementary Information Form (SIF). This form must be obtained from the School and returned to the School by the date set out in the form.
Applicants applying under as practising Catholics must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priests reference form) is attached to the School's SIF but is available separately from the diocesan website. Parents must fill in the top part of the CCP with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the School in good time. The priest will only sign the CCP if he knows you and agrees that you are a practising catholic family.
2. A Common Application Form from the LA where you live. This form must be returned to the School Admissions section of the same LA by the date stipulated by the relevant LA. Whilst paper applications are acceptable, applicants are expected to complete the LA's on line e-admissions form.

Parents should contact the School's Admissions Secretary before the date of the tests if there are any special circumstances likely to affect a child's performance in the tests.

N.B. Where misleading information has been given or has been allowed to remain on the form then governors reserve the right to withdraw the place even if the child has already started at the School.

Appeals

Unsuccessful applicants have a right of appeal to an independent panel against the decision of the Governing Body by 4:00pm on the 31st March.

Fair Access Protocol

The School may exceptionally admit vulnerable children who are hard to place in accordance with locally agreed protocols, provided they are Catholic girls who meet the necessary academic standard. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under a local protocol which carries the agreement of the Governing Body for the current admission year. The Governing Body has this power even when, admitting such a child, would exceed the normal admission number.

Waiting List Years 7 – 11

Each entrance year a waiting list is maintained for new Year 7 entrants until December 31st based on position in the latest Year 7 entrance test. After this date parents should inform the School if they wish their daughter's name to be entered on a continued interest waiting list. All such applicants will be required to take a test as set by the School and to attain a minimum standard as determined from time to time by the School. If there are two or more applicants then places will be allocated in accordance with their score in the test.

In the event that two or more applicants achieve the same score then the formula set out in criterion 1 shall apply.

St. Michael's Catholic Grammar School

SIXTH FORM ADMISSIONS POLICY for 2018-19

Introduction

As a Catholic School we aim to provide a Catholic education for all our pupils. At our School Catholic doctrine and practice permeate every aspect of the School's activity. It is essential that the Catholic character of the School's education is fully supported by all families in the School. All applicants and are therefore expected to give their full, unreserved and positive support for the aims and ethos of the School.

Sixth Form Admission Requirements

The same requirements apply for girls already at St. Michael's as for girls and boys applying to St. Michael's Sixth Form from other Schools.

The School will admit a minimum of 30 new female and male students who meet the admission requirements.

The requirements (which take account of the new numbered grading system which will occur for English and Maths GCSE from 2017) are:

- A. Applicants should have achieved the equivalent of at least 6 GCSE passes at grade 7 or above including at least a level 7 in English Language and Mathematics.
- B. Applicants should also have at least a grade 7 at GCSE in the subjects (or those closely related to them) they wish to study at Advanced Level, as a grade 7 to 9 at GCSE are a necessary preparation for success at A Level. Where a GCSE subject has different components the School expects at least grade 7 in each component of a higher paper (where applicable). If students wish to study a subject at Advanced Level which they have not studied at GCSE then they will be expected to have at least a grade 7 in the most closely related subject(s): i.e. in English Language and Literature for English Literature, in English Language for Politics, in Maths and English Language for Business Studies and Economics and in English Literature for Classical Civilisation. However, in creative or practical subjects like Art, Drama, Food and Technology (Product Design), a 6 may be acceptable if an applicant can demonstrate evidence of talent, aptitude and prior achievement in that subject area. There is also greater flexibility in Psychology and Sociology where a grade 6 in English Language and Maths may be sufficient for the candidate who is highly motivated towards success in Social Sciences.

Admissions Criteria

In the event of over-subscription of candidates who meet the requirements in A and B above then the following criteria will be used and in the following order of priority:

1. Catholic girls and boys who are looked after or have previously been looked after. (Previously looked after children are children who were looked after, but have ceased to be so because they have been adopted or have become subject to child arrangements orders or special guardianship orders)
2. Catholic girls and boys who exceed the minimum entrance requirements
3. Non-Catholic girls and boys who are looked after or have previously been looked after.
4. Girls and boys from other Christian denominations who exceed the minimum entrance requirements
5. Other girls and boys who meet the minimum entrance requirements.

In the event that two or more applicants are of equal ranking under any of the criteria, but cannot all be admitted, then priority will be given to the applicant whose Home address is nearest to the School. For this purpose distance is measured in a straight line between the applicant's Home address to the School's main gate using Barnet Council's computerised geographical information system.

Application Procedure

Application forms for applicants from other Schools should be received by the School by 28 February. Applicants will be informed in writing after Easter whether the School is able to make them an offer of a place, or a place on the waiting list. Any offer will be provisional upon GCSE results. Students who make a late application run the risk that all the places on the AS courses of their choice will be taken.

N.B. Where misleading information has been given or has been allowed to remain on the form then governors reserve the right to withdraw the place even if the child has already started at the School.

Appeals

Unsuccessful applicants have a right of appeal to an independent panel by 4:00pm on the 31st May.

Definitions:

1. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in the Catholic Church or a Certificate of Reception into the full communion of the Catholic Church. For the purpose of this Policy this includes a looked-after child who is part of a Catholic family where a Certificate of Catholic Practice demonstrates that the child would have been baptised or received if it were not for their status as a looked-after child (eg. a looked-after child in the process of adoption by a Catholic family).
2. 'Practising Catholic family' means a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese of Westminster (The certificate of Catholic Practice). 'Family' includes the Catholic or Catholics who have legal responsibility for the child.
3. 'Looked after' children are children in public care as defined in Section 22 of the Children Act 1989.
4. 'Home address' means the place where the child resides for 50% or more of the School week.
5. 'Parent' means the parent or person having legal responsibility for the child.
6. 'Christian' means a member of a church which belongs to 'Churches Together in Britain and Ireland'.
7. 'Adopted'. An adopted child is a child who is adopted from care and whose parents can provide evidence of this.
8. 'Child Arrangements order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
9. 'Special Guardianship order'. A Special Guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.