



## ADMISSIONS POLICY

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## ST MICHAEL'S CATHOLIC GRAMMAR SCHOOL

Founded by the Sisters of the Poor Child Jesus, a Voluntary Aided school in the trusteeship of St Michael's Catholic School Trustee and a member of the Loreto Education Trust.

From September 2025

Approved by Governing Body on 14 November 2023

# **ADMISSIONS POLICY for 2025-26**

Approved by Full Governors on 14 November 2023

## **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 be 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 128 at age 11. Applicants must normally have had their eleventh birthday in the academic year (1<sup>st</sup> September – 31<sup>st</sup> August) immediately preceding entry.

Regardless of year group, any application for a child to be educated out of her age group will be considered by governors on an individual basis and assessed in accordance with government guidelines. 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 desire for them a Catholic education will be admitted to the School.

## **Admissions Criteria for Year 7 entry in September**

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

1. Baptised Catholic girls, from a Practising Catholic family (evidenced by a Certificate of Catholic Practice from their Parish Priest) and who have made their First Holy Communion in the Catholic Church (normally evidenced by a remembrance of First Holy Communion) who are looked after or have previously been looked after, including internationally adopted previously looked after girls who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted - and are ranked amongst the top 200 places in the entrance test.
2. Baptised Catholic girls, from a Practising Catholic family (evidenced by a Certificate of Catholic Practice from their Parish Priest) and who have made their First Holy Communion in the Catholic Church (normally evidenced by a remembrance of First Holy Communion) who are in receipt of the Pupil Premium - and are ranked amongst the top 200 places in the entrance test. A maximum of 32 such children (25% of the total) will be admitted, these are allotted according to rank order in the test if there are more than 32.
3. Baptised Catholic girls, from a Practising Catholic family (evidenced by a Certificate of Catholic Practice from their Parish Priest) and who have made their First Holy Communion in

the Catholic Church (normally evidenced by a remembrance of First Holy Communion) in rank order beginning with the highest.

Applicants should be aware that within living memory St. Michael's has always been oversubscribed with candidates who fulfil the three criteria above, therefore, the Governing Body will admit to the tests, referred to below, girls (eligible by age) who fulfil the above requirements. In the unlikely event that the number of such applicants falls below 200 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 200. Should this occur, then the following oversubscription criteria will come into effect:

- a. Baptised Catholic girls in rank order (in the entrance test) beginning with the highest.
- b. Girls of Other Christian Denominations in rank order (in the entrance test) beginning with the highest.
- c. Other Looked After girls not falling into a. or b. above.
- d. Other girls in receipt of Pupil Premium not falling into a. or b. above.
- e. Any 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 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 there are still applicants who are equally ranked, then priority will be given to the applicant whose Home address is nearest to the School.

## **The Entrance Test**

All applicants invited to take the test will be required to take written tests which will involve Verbal Reasoning, Non-Verbal Reasoning, English and Mathematics. Following the tests all applicants will be ranked in order starting with the highest score.

The entrance test for entry in September 2025 will be held on Friday 13<sup>th</sup> September 2024.

## **Application Procedure**

To apply for a place at the School you must complete and submit two separate online applications:

1. The School's Supplementary Information Form (SIF) - This form must be completed online and submitted to the School by 4pm on Tuesday 2 July 2024. A link to the online application system will be available on the school website when the application opens. Applicants applying as Practising Catholics must submit an original copy of the Certificate of Catholic Practice (CCP) to the School Office by 4pm on Tuesday 2 July 2024. This form is available from the priest at the parish where the family normally worships and also from the diocesan website. 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 Local Authority Application Form from the Local Authority (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. Applicants are expected to complete the LA's online e-admissions form.

Parents should contact the School's Admissions Administrator before the date of the tests if there are any special circumstances likely to affect a child's performance in the tests. Extra time is only given if the requirement is supported by evidence contained in relevant documentation (e.g. an Education, Health and Care Plan (EHCP) which stipulates extra time). Unless appropriate documentary evidence is supplied by the parents then the school will not be able to award extra time. Clarification of the requirement will be sought from the SENDCo at the child's primary school. Test papers to assist visually impaired candidates will be made available.

Parents should notify the School of Pupil Premium eligibility at the time of applying. Evidence of eligibility must be provided in the form of a letter from the child's primary school confirming they are registered as Pupil Premium.

**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. Such appeals must be lodged by 4:00pm on the 31<sup>st</sup> March 2025.

## **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**

The School will operate a waiting list for each year group as follows:

For Year 7 until 31<sup>st</sup> December in the year of entry, all those girls who took the test and were ranked in accordance with the oversubscription criteria above and named St Michael's on their Local Authority Application Form but did not secure a place will automatically be transferred to a waiting list. A girl's position on this waiting list, therefore, will have been determined solely in accordance with the oversubscription criteria above. Where places become vacant they will be allocated in rank order (in the entrance test) to candidates on the waiting list.

For Year 7 from 1<sup>st</sup> January following entry in September; and for other year groups, a waiting list will operate. This will be maintained by the School and it will be open to any parent to ask for their daughter's name to be placed on the waiting list.

## **In-Year Applications**

In order to secure a vacant place at the School, a girl must sit the entrance test set by the School and meet the minimum standard required for the year applied for by this academically selective School's range of ability.

If two or more students sit the entrance test, then the following oversubscription criteria will apply in the following order of priority (these follow exactly the same order of priority given in the oversubscription criteria and deal with the smaller numbers expected for in-year entry):

1. Baptised Catholic girls, from a Practising Catholic family (evidenced by a Certificate of Catholic Practice from their Parish Priest) and who have made their First Holy Communion in the Catholic Church (normally evidenced by a remembrance of First Holy Communion).
2. Baptised Catholic girls.
3. Girls of Other Christian Denominations.
4. Any other girls.

Within each criterion, scores are converted to a mark out of 100, Looked After children have 15 points added and Pupil Premium children have 10 points added; girls are then ranked from highest to lowest and awarded places in rank order.

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.

St. Michael's has always had a large number of applicants on the waiting list for each year group who fulfil criterion 1 above, therefore, the Governing Body will admit to the test, girls (eligible by age) who fulfil criteria 1. In the unlikely event that the number of such applicants falls below 2 in any year, then the Governing Body may invite such other female applicants (eligible by age) from the next criterion to the tests in order to bring the total number of girls tested to 2 or more (this will be repeated down the list of criteria if necessary).

## **Appeals**

Unsuccessful applicants have a right of appeal to an independent panel against the decision of the Governing Body. The last day for lodging appeals forms is 20 School days after the decision letter informing you that you had not been offered a place. Details of the appeals process can be found on the school website.

## **Definitions:**

1. The term 'Catholic' means a baptized person who is a member of any Catholic Church that is in full communion with the See of Rome. This includes members of the Eastern Catholic Churches which are in full communion with the See of Rome. Members of these Churches have the full rights of any member of the Catholic Church and must not be discriminated against, either directly or indirectly. 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 (e.g. 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 Certificate of catholic Practice signed by 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. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests at [www.rcdow.org.uk/education/admissions](http://www.rcdow.org.uk/education/admissions)

3. 'Parent' means the parent or person having legal responsibility for the child.
4. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. A baptism certificate should be produced as evidence of belonging to the denomination. In Churches that do not practise infant baptism, a letter from the minister confirming membership of the faith community will be accepted.

5. Both Currently Looked After and Previously Looked After are considered to be 'Looked After' in this Policy. Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made. Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a child arrangements order (in accordance with Section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).
6. For the purposes of this policy, Pupil Premium refers to Pupil Premium and Service Premium. The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

7. 'Home Address' is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the Parent who receives child benefit for that child, or in the absence of child benefit it is the address of the Parent with whom the child resides for the greater duration. Proximity to the school means nearest first, measured 'as the crow flies' from the main entrance of the school to the front door of the child's home address (house or flat), using Barnet's Geographical Information System (GIS), with those closer to the school receiving higher priority. In the event of a tie between two or more children with equal proximity to the school, lots will be drawn. The system of deciding lots will be the one recommended by the London Borough of Barnet Admissions Authority.

# **St. Michael's Catholic Grammar School**

## **SIXTH FORM ADMISSIONS POLICY for 2025-26**

Approved by Full Governors on 14<sup>th</sup> November 2023

### **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 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.

In relation to Sixth Form admission, all applicants must meet the Sixth Form Admission Requirements specified by the school for their preferred courses, where the relevant admissions requirement will be performance in GCSE examinations, or level 2 qualifications, or NARIC verified overseas equivalent. Overseas students may be required to sit an aptitude test in the subjects they wish to study at A Level at enrolment. All applications must be supported by a supportive reference from the school the applicant attended most recently, this includes students from St Michael's Year 11.

Students must come directly into the Sixth Form from Year 11; no student will be admitted to the school to repeat/restart Year 12. Any student that has previously repeated year 11 may not be considered for admission to the Sixth Form.

The planned admission number for Year 12 entry, including existing St Michael's Year 11 students and external applicants, is 140.

No student will be admitted to Year 12 after 15 school days from the beginning of the Autumn Term; the beginning of the Autumn Term being defined as the first day of school for students.

There are a variety of Sixth Form courses on offer, each with different entry requirements. Full details of these are published annually in the Sixth Form Prospectus on the school website.

All applicants to the sixth form must submit an application form by the date published on the school's website, students who make a late application risk that all the places on the A Level courses of their choice will be full. Students must hold a conditional offer of a place which may be made following a Careers Information Advice and Guidance (CIAG) meeting with the school. On GCSE results day, applicants holding a conditional offer must attend an enrolment meeting with the school where the place may be confirmed if the published eligibility criteria have been met. At this stage, other conditions for admissions must be met in addition to academic achievement, such as NARIC certificates for overseas qualification equivalences, and eligibility to receive free education in the United Kingdom.



Where the number of eligible students reaching the required standards in GCSE or equivalent exceeds the number of places available, existing St Michael's Catholic Grammar School students will be given priority for admission to the Sixth Form. Further oversubscription will be in accordance with the Sixth Form Oversubscription Criteria.

### **Sixth Form Oversubscription Criteria**

In the event of over-subscription of candidates who meet the published Sixth Form Entry Requirements and hold a conditional offer, then the following criteria will be used and in the following order of priority:

1. Those who attended St Michael's in Year 11
2. Catholic girls and boys who are looked after or have previously been looked after.
3. Catholic girls and boys who exceed the minimum entrance requirements
4. Non-Catholic girls and boys who are looked after or have previously been looked after.
5. Girls and boys from other Christian denominations who exceed the minimum entrance requirements
6. 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.

### **Application Procedure**

Applications for applicants from other Schools should be received by the School by 28 February 2025. Applicants will be informed in writing whether the School is able to make them a conditional 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 A Level 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, such appeals must be lodged by 4:00pm on the 31<sup>st</sup> August 2025.

### **Definitions:**

1. The term 'Catholic' means a baptized person who is a member of any Catholic Church that is in full communion with the See of Rome. This includes members of the Eastern Catholic Churches which are in full communion with the See of Rome. Members of these Churches have the full rights of any member of the Catholic Church and must not be discriminated against, either directly or indirectly. 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 (e.g. a looked-after child in the process of adoption by a Catholic family).

2. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. A baptism certificate should be produced as evidence of belonging to the denomination. In Churches that do not practise infant baptism, a letter from the minister confirming membership of the faith community will be accepted.

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4. 'Home Address' is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the Parent who receives child benefit for that child, or in the absence of child benefit it is the address of the Parent with whom the child resides for the greater duration. Proximity to the school means nearest first, measured 'as the crow flies' from the main entrance of the school to the front door of the child's home address (house or flat), using Barnet's Geographical Information System (GIS), with those closer to the school receiving higher priority. In the event of a tie between two or more children with equal proximity to the school, lots will be drawn. The system of deciding lots will be the one recommended by the London Borough of Barnet Admissions Authority.