



St Simon Stock Catholic School

Oakwood Park, Maidstone, ME16 0JP
Admissions Officer: Cathy Hayes: hayesc@ssscs.co.uk

Tel: 01622 754551
Fax: 01622 689428

ADMISSION POLICY and PROCEDURE – 2019-2020

St Simon Stock Catholic School welcomes applications from families of Catholic and other Christian denominations, other faiths, and any other parents who seek and will support the Christian ethos of our school community. We provide a comprehensive education for students of all abilities and our students move on to a broad range of further opportunities including Oxbridge and other Russell Group universities.

Having consulted with the Local Education Authority and other admission authorities, the Governors intend to admit, in September 2019, up to 180 pupils at age 11 without reference to ability or aptitude.

Where the number of applications on behalf of children exceeds 180, the Governors will offer places first to applications using, in the order stated, the following criteria:-

- 1) **Catholic children** (see Note 2, Page 4). A **Supplementary Information Form** should be completed, accompanied by a copy of the baptismal certificate.
 - a) “Looked after” Catholic children: Catholic children or “looked after” children in the care of Catholic families, who are or were previously “looked after”, but immediately after being “looked after”, became subject to an adoption, child arrangements, or special guardianship order (see Note 4, Page 4). A document evidencing their status should be provided.
 - b) All other Catholic children.
- 2) **Non-Catholic children** who are, or who were previously “looked after”, but immediately after being “looked after”, became subject to an adoption, child arrangements, or special guardianship order (see Note 4, Page 4). A **Supplementary Information Form** should be completed, accompanied by a document evidencing their status.
- 3) **Children who have brothers or sisters in the school at the time of admission** (see Note 3, Page 4). A **Supplementary Information Form**, with sibling details, should be completed.
- 4) **Children who are on roll at St Francis’ (886 5207), Holy Family (886 2041) or More Park Catholic Primary Schools (886 3745)** at the time of application. A **Supplementary Information Form**, with primary school details, should be completed.
- 5) **Children from families who are committed members of another Christian denomination or another faith.** A reference attesting to at least three years’ membership by a minister or equivalent will be required. A **Supplementary Information Form** and ‘**Reference for Faith Membership Form**’, on page 3 of the SIF, will be required.
- 6) **Other children** in order of the nearness of the child’s home to the school (see Note 5, Page 4).

If the number of applications exceed the places available and it is necessary to decide between them, applications will be ranked by the distance from home to school (measured in a straight line using National Land and Property Gazetteer (NLPG) address point data supplied by Kent County Council (see Note 5, Page 4). Where two or more children have an otherwise equal priority under the oversubscription criteria, random selection will be used to establish which is ranked ahead of the other.

SUPPLEMENTARY INFORMATION FORM

In addition to the Secondary Common Application Form (SCAF) available from the Kent County Council in paper copy or on line at www.kent.gov.uk/ola, a **Supplementary Information Form (available from the school)**, should be completed and sent to the Admissions Officer, St Simon Stock Catholic School not later than **Wednesday 31st October 2018** **if the child falls within priority categories 1-5 above.**

EVIDENCE OF CATHOLIC BAPTISM

For Catholic children, a baptismal certificate (or copy) or evidence of reception into the Catholic Church must accompany the Supplementary Information Form.

APPEALS

Parents (or students over 16) whose applications for places are unsuccessful, may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be sent to the Admissions Officer at the school address. Appellants have the right to make written and oral representations to the Appeal Panel.

WAITING LIST

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The criteria listed on Page 1 will be used to rank children on the waiting list. Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Please note it is possible that when a child is directed under the Local Authority's fair access protocol, they will take precedence over those children already on the waiting list.

The waiting list will remain operational until at least the end of term one in 2019.

LATE APPLICATIONS

Any late applications will be considered if there are any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

ENTRY TO YEARS 8 TO 11

The same policy and procedure (apart from the timetable) applies to applications for entry to Years 8-11 except that the published admission number for Year 11 is 165.

FAIR ACCESS PROTOCOL

The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the published admission number for the relevant year group.

ENTRY TO YEARS OTHER THAN EXPECTED

If an application is made for admission other than to the child's expected year group, the Principal will decide if this is educationally the best option for the child; the application will then be considered against the number on roll for that year group using the standard policy.

ENTRY TO SIXTH FORM (YEARS 12 AND 13)

Admission requirements

Entry into the Sixth form is conditional on attaining, by the end of Year 11, 5 GCSEs at Grade 9-4 (or equivalent), including Maths and English. Students also need to meet the specific entry requirement for each course or subject they wish to study. Details of the courses available and specific entry requirements for individual subjects are set out in the prospectus published on the UCAS Progress and School websites. Courses offered may not run if there are insufficient qualified applicants. Any applicant affected will then, if possible, be offered another course for which they are qualified and on which there is a place.

Students in Year 11 at St Simon Stock have the right to a Sixth form place provided they meet the entry requirements for a course of study they wish to undertake. Students who do not meet that requirement will be supported to obtain a place at another institution of their choice.

We welcome applications from external students who will support the Christian ethos of our school community.

The number of external applications we receive varies from year to year. We do not expect to admit more than 120 students to Year 12 but will exceed this number if the preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements.

In the event of there being more external applicants than places available, preference will be given using the same policy as for entry to Year 7.

Sixth form admission process

All applicants – internal and external - must complete the Sixth form application form on the UCAS Progress website by 1st March 2019. Late applications will be considered if course places are available, but not after 31st August 2019.

Conditional offers based on predicted GCSE grades will be sent to applicants by the end of March 2019.

External applicants must give evidence of their achieved grades to the school by 29th August 2019.

The offer of a place will be confirmed by 31st August 2019.

See page 2 for appeals.

A waiting list will not be maintained for places in the Sixth form.

Notes:

1. **Pupils with an Education, Health and Care Plan (EHCP).** The admission of pupils with an EHCP is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home Local Authority. Details of this separate procedure are set out in the SEND Code of Practice. Pupils with an EHCP naming the school, will be admitted without reference to the criteria on Page 1.
2. In the context of school admissions, Catholic children are defined as children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.
3. "Brothers or sisters" includes children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters, and children who live as brother and sister in the same household.
4. Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).
5. Nearness of a child's home to school is – we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

A pupil's home address is considered to be a residential property that is the **child's only or main residence** and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either:

- owned by the child's parent, parents or guardian under a lease or written rental agreement, OR
- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and your child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

Please refer to the Kent County Council Admissions Booklet or website for further information.

6. After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:
 - a. when a parent has failed to respond to an offer within a reasonable time;
 - b. when a parent has failed to notify the school of important changes to the application information;
 - c. the governors offered the place on the basis of a fraudulent or intentionally misleading application from a parent; or
 - d. for entry to the Sixth form, where evidence of required achieved grades is not supplied.



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Supplementary Information Form

CLOSING DATE for entry into Year 7 in 2019: **31st October 2018**

Before completing this form, you must read the Admissions Policy and Procedure 2019-2020

Child's Surname: _____

Christian / Forename: _____
(please underline the name by which child is known)

Date of Birth: _____

Child's home address:

Postcode: _____

Please list Parent/Carer name(s). Please give their address if *different* from above:

Telephone number(s):

Telephone number(s):

Mobile no: _____

Mobile no: _____

e-mail address:

e-mail address:

Is the child "looked after" or has previously been "looked after" and is now adopted or the subject of a residency or guardianship order? (see Note 4) Yes No

Please tick

If yes, please supply a document evidencing their status.

YOU MUST COMPLETE THIS SECTION

Is your child a **Baptised Catholic (or been received into the Catholic Church)**? (see Note 2) Yes No

Please tick

If yes, please give date and place of baptism: _____

If you tick **YES** you **must enclose a copy of your child's baptism certificate**. This is important. Certified photocopies are acceptable but will be retained by the school. If you do not have a copy of the certificate, please contact the parish priest of the Catholic Church where your child was baptised or received into the church. If you cannot obtain a certified copy, or have any other query, please contact the Admissions Officer for advice.

Will there be a brother or sister on roll at time of admission? (see Note 3)

Yes No

Please tick

If yes, please give name and year group at time of entry _____

Has the child and at least one Parent/Carer been a committed member of another Christian denomination or another faith for at least 3 years? Yes No

Please tick

If you tick **YES**, please ask your minister or other senior figure in your faith community to complete the "Reference for Faith Membership Form" on Page 3.

Primary School

Please tick to indicate which of the following schools your child attends:

- | | |
|--|--------------------------|
| Holy Family Catholic Primary School (886 2041) | <input type="checkbox"/> |
| St Francis' Catholic Primary School (886 5207) | <input type="checkbox"/> |
| More Park Catholic Primary School (886 3745) | <input type="checkbox"/> |
| Other Primary School | <input type="checkbox"/> |

YOU MUST COMPLETE THIS SECTION

I confirm that the information we have given on this form is accurate and truthful:

Signed: _____ (Parent/Carer)

Date: _____

Parents' or Carers' names _____

Thank you for completing this form.

PLEASE NOTE

- Please return this Supplementary Information Form **in full** to the Admissions Officer at St Simon Stock Catholic School (not Kent County Council) by 31st October 2018 in order that we may rank your application.
- Remember to send your child's baptismal certificate and/or evidence of "Looked After" status/faith leader's reference (see last page), *if applicable*, to the Admissions Officer at St Simon Stock Catholic School along with this completed form.
- You must also complete the Kent County Council (or Medway Council) Secondary Common Application Form (SCAF) and **either return that to your child's primary school or make an electronic application at: www.kent.gov.uk/ola by 31st October 2018.**
- Please note that if you are not offered a place and submit an appeal, a copy of this form will be submitted to the Appeal Panel.

For office use only:

Date Supplementary Form received by Admissions Officer: _____

Copy of Baptismal Certificate received: Yes No

Documentary evidence of LAC status: Yes No

Reference for Faith Membership Yes No



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Reference for Faith Membership

St Simon Stock Catholic School gives a degree of priority in admissions to children from families who are committed members of a denomination or faith other than the Roman Catholic Church (or a Catholic Church in communion with the See of Rome). We define committed as meaning that the child and at least one Parent or Carer, has been participating in the worship or other activities of the faith community for at least three years. The purpose of this reference is for that practice to be confirmed by a minister or other senior figure within the faith community. Attending another faith centre can be included as part of the three years if the referee is satisfied of such participation in that other faith community.

Name of child: _____

Name of Parent(s)/Carer(s): _____

Address: _____

Please confirm that the child and Parent/Carer named above have been active participants in worship and/or other activities of your faith community (or another community) for at least three years prior to the date of the person giving this reference.

Signed: _____

Full name of referee: _____

Position in church or faith centre: _____

Address of church or faith centre: _____

Email or mobile contact number: _____

Please comment below, if appropriate, only to clarify the participation in worship or other church activities over the last 3 years:

Please return this form to the Parent/Carer who will send it to the Admissions Officer: Cathy Hayes

Tel: 01622 754551

Email: hayesc@ssscs.co.uk