



# St Simon Stock Catholic School

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

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## ADMISSION POLICY and PROCEDURE – 2018-2019

**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 2018, 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.** “Looked after” Catholic children or “looked after” children in the care of Catholic families and previously “looked after” Catholic children who have been adopted or become the subject of a residency or guardianship order, will be offered places first.
- 2) **Other children.** Places will then be offered first to children who:
  - a) are or have been “looked after” and have been adopted or become the subject of a residency or guardianship order;
  - b) have brothers or sisters in the school at the time of admission; or
  - c) are on roll at St Francis’, Holy Family and More Park Catholic Primary Schools at the time of application.
- 3) **Other children** in order of the nearness of the child’s home to the school.

If applications within categories 1 to 2 exceed 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).

### **SUPPLEMENTARY INFORMATION FORM**

In addition to the Secondary Common Application Form (SCAF) available from the Kent County Council in paper copy or on line, 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 **Tuesday 31<sup>st</sup> October 2017** **if the child falls within priority categories 1-2 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.

Offers of places will be posted to parents by the Kent County Council on **Thursday 1<sup>st</sup> March 2018**.

## **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 2018-19.

## **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 years 10-11 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 C (or equivalent) and above, including Maths and English at Grade 4. 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 Kent Choices and School websites. Courses offered may not be 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 students not at St Simon Stock 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 admission form on the Kent Choices website by 31<sup>st</sup> December 2017. Late applications will be considered if course places are available, but not after 31st August 2018.

Conditional offers based on predicted GCSE grades will be sent to applicants by the end of March 2017.

External applicants must give evidence of their achieved grades to the school by 29th August 2018.

The offer of a place will be confirmed by 31st August 2018.

See page 2 for appeals.

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

Admission to Year 13 is dependent on students achieving any necessary grades at the end of Year 12 as specified for each course in the prospectus.

## 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. "Looked after children" are children under the age of 18 years for whom a local authority provides accommodation by agreement with their parents/carers under Section 22 of the Children Act 1989 or who are the subject of a Care Order under Part IV of that Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order as defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989.

5. Nearness of a child's home to school is calculated by Kent County Council 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.

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 web-site 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 2018: **31<sup>st</sup> October 2017**

Before completing this form, you must read the Admissions Policy and Procedure 2018-19

Child's surname: \_\_\_\_\_ Christian / Forename: \_\_\_\_\_  
*(please underline 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)? 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? Yes  No  **Please tick**

**If yes, please give name and year group at time of entry** \_\_\_\_\_

**PLEASE TURN OVER →**

### **Primary School**

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

- |                                     |                          |
|-------------------------------------|--------------------------|
| Holy Family Catholic Primary School | <input type="checkbox"/> |
| St Francis' Catholic Primary School | <input type="checkbox"/> |
| More Park Catholic Primary School   | <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 31<sup>st</sup> October 2017 in order that we may rank your application.**
- **Remember to send your child's baptismal certificate and/or evidence of "Looked After" status, *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 by 31<sup>st</sup> October 2017.**
- 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