



## St Simon Stock Catholic School

c/o St Gregory's Catholic School, Reynolds Lane, Tunbridge Wells, Kent, TN4 9XL  
Admissions Officer: Mrs S Burgess, [admissions@ssscs.co.uk](mailto:admissions@ssscs.co.uk)

Tel: 01892 527444, Ext. 1104

### ADMISSION POLICY and PROCEDURE – 2021-2022

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 2021, 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 or looked after children in the care of Catholic families, previously looked after Catholic children who have been adopted or who become the subject of a residence or guardianship order, and Catholic children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
  - a) All other Catholic children.
- 2) **Other looked after children**, and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order, and children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 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 of staff** (see Note 5, Page 4). A **Supplementary Information Form** should be completed.
- 6) **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.
- 7) **Other children** in order of the nearness of the child's home to the school (see Note 6, 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](http://www.kent.gov.uk/ola), a **Supplementary Information Form** should be completed and sent to the Admissions Officer **at the address above by 31st October 2020 if the child falls within priority categories 1-6 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 2021.

### **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.

### **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 Mathematics 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 Kent Choices 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.

From September 2019 the academy has, in addition, offered the IB (International Baccalaureate) Careers-related Pathway. The general entry requirements for the IB Pathway is five Grade 4-9s at GCSE level. IBCP courses will be tailored to meet individual student needs.

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 Kent Choices website by 31<sup>st</sup> March 2021. Late applications will be considered if course places are available, but not after 31st August 2021.

Conditional offers based on predicted GCSE grades will be sent to applicants by 31<sup>st</sup> March 2021.

External applicants must give evidence of their achieved grades to the school by 31<sup>st</sup> August 2021.

The offer of a place will be confirmed by 31st August 2021.

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** 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) at the time of making an application to a school.

**A previously looked after child** means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children 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.

A child is regarded as having been in **state care outside of England** if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

5. Children of staff is – where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. An admission cap of three places for staff children will be applicable.

6. 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.

7. 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.