



St Simon Stock Catholic School

Oakwood Park, Maidstone ME16 0JP
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ADMISSION POLICY and PROCEDURE – 2017-2018

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 2017, up to 165 pupils at age 11 without reference to ability or aptitude.

Where the number of applications on behalf of children exceeds 165, the Governors will offer places first to applications using, in the order stated, the following criteria:-

- 1) Looked after children, including children who were previously “looked after” and who have been adopted or become the subject of a residency or guardianship order.
- 2) a) Baptised Catholic children.
b) Children with brothers or sisters in the school at the time of admission.
c) Children in Catholic schools at the time of application.
- 3) Any other child.

When applications within any of the above categories 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 Ordnance Survey 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 **Monday 31st October 2016** **if the child falls within priority categories 1-2 above.**

You are advised to make copies of the forms.

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 **Wednesday 1st March 2017**.

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 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 waiting list will be operated after the end of the period for accepting initial offers as published by Kent County Council. 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. The waiting list will remain operational until the end of term one in 2017-8.

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.

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 entry requirements for courses including:

To study 4 AS levels, students will be required to have 5 or more A* – C at GCSE including Maths and English with 3Bs in relevant subjects and average points score of 49;

To study 3 AS levels or other Level 3 courses, students will be required to have 5 or more A* – C at GCSE including Maths and English with an average points score of 40;

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. If they do not meet the entry requirements for either of the two pathways, they will be offered a place on a Level 2 course.

We welcome applications from students not at St Simon Stock who will support the Christian ethos of our school community.

The numbers of external applications we receive vary 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 31st December 2016. Late applications will be considered if course places are available, but not after 31st August 2017.

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 2017.

The offer of a place will be confirmed by 31st August 2017.

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. Before the application of over-subscription criteria, children with a Statement of Special Educational Needs which names the school, will be admitted. As a result, the published admission number -165 - will be reduced accordingly.

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. Distance from home to school is measured by Kent County Council between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. In the event of two applicants being an identical distance from the school, a random selection will be applied.

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, or
- b. when a parent has failed to notify the school of important changes to the application information, or
- c. the governors offered the place on the basis of a fraudulent or intentionally misleading application from a parent.
- 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 2017: **31st October 2016**

Before completing this form, you must read the Admissions Policy and Procedure 2017-18

Child's surname: _____ Christian / Forename: _____
(please underline name by which child is known)

Date of birth: _____

Child's 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:

Was the child previously or are they currently looked after? (See note 4) Yes No *Please tick*

If yes, please supply a document evidencing their status.

ALL APPLICANTS MUST COMPLETE THIS SECTION

Is your child a **Baptised Catholic**? 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 church where your child was baptised or received into the church. If you cannot obtain a certified copy, 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 _____

Primary School

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

- Holy Family Catholic Primary School
- St Francis' Catholic Primary School
- More Park Catholic Primary School
- Other Catholic Primary School* * Please specify*: _____
- Other Primary School

ALL APPLICANTS 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 2016 in order that we may rank your application.**
- **Remember to send your child's baptismal certificate and/or evidence of LAC 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 31st October 2016.**
- We suggest you take a copy of each form to keep for yourself.
- 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