

**ADMISSIONS POLICY**

St Peter's

SIXTH FORM

Discover your potential

St Peter's Sixth Form

A Catholic Sixth Form in the Diocese of Arundel and Brighton

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ADMISSIONS POLICY

For admission in 2026/2027

Version 1

Age range for Sixth Form: 16 - 18

Expected number on roll in September 2026: 300

The admission arrangements (i.e Policy, Supplementary Information Form and Subject Choice Forms) were determined on 29/01/2025.

Next Review: Autumn 2026

ADMISSIONS POLICY

St Peter's Sixth Form was founded by the Catholic Church to provide education for children of Catholic families. The Sixth Form is conducted by its Governing Body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel and Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic Sixth Form, the governors aim to provide a Catholic education for all students. As a Catholic Sixth Form, Catholic doctrine and practice permeate every aspect of the Sixth Form's activity. The governors ask all students applying for a place to respect this ethos and its importance to the school community.

Although Catholic individuals have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place. The Sixth Form welcomes applications from those of other denominations and faiths, or of none.

We encourage students and their parents/carers to visit the Sixth Form in order to find out more about how we work and the education that we offer. If you would like to visit and discuss entry, please telephone our Sixth Form Co-ordinator on 01483 484993.

The school has an agreed capacity of **160 students** in Year 12. The Published Admissions Number (PAN) for external applicants is **25**. If capacity allows additional spaces maybe offered above PAN.

Internal applicants will automatically progress onto Sixth Form as long as they meet the minimum grade entry requirements and a suitable course is available to them.

Conditions of Entry

Students will only be admitted into the Sixth Form if, in the judgement of the Head of Sixth Form, a suitable course is available for them that is appropriate and meets their needs.

Students who achieve a place in the Sixth Form will be guided by the Head of Sixth Form on suitable courses to follow, and students will not be permitted to follow a course deemed unsuitable.

Students are only eligible to study at St Peter's if they are following a full-time course. A full-time course comprises a minimum of 3 A levels. (This condition may be waived in exceptional circumstances and at the discretion of the Head of Sixth Form).

YEAR 12 ENTRY REQUIREMENTS

To choose any of the following options:

- A Levels
- Combination of BTEC and A Levels
- BTEC only

The entry requirement is five individual GCSE grades 9 – 5 or numerical grade equivalent in any subject. Students must additionally meet the individual subject specific criteria as published in the Sixth Form Prospectus.

The Governors reserve the right to admit a student into Year 12 who has an exceptional medical, compassionate or family need, who may not have met the five GCSE grades 9-5 threshold.

PROCEDURES FOR ADMISSION

External students are required to complete a formal application and this must be submitted before the published closing date. A meeting will be conducted in the spring term with all applicants to discuss options and courses but this meeting does not form part of the decision making process with regards to admissions.

Governors will assess all external applicants in order of priority for admission under the Sixth Form Admissions Policy. The governors are the admissions authority for the school and are responsible for deciding the order of priority for admissions.

Once the criteria have been applied, a maximum of **25** external students will be made a provisional offer, subject to meeting the entry requirements for their programme of study by 1st September on year of entry. A waiting list will be formed if the number of applications exceeds **25**. Students will enrol on their courses in September once they have met the terms of their provisional offer.

If there are more than **25** external applications received who all meet the minimum entry requirements, those external places will be allocated according to the following categories, proportions and priorities in line with the Diocesan and Catholic Education Service Policy, statutory regulation and guidance:

- 1. Looked after or previously looked after students (see note a)**
- 2. Catholic students (see note b)**

The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note b) and on the Supplementary Information Form, their parish priest's signature with the parish stamp or seal.

- 3. Any other students**

Tiebreaker

If accepting all applications in a particular category causes St Peter's Sixth Form external admissions number in that year group to be exceeded, applicants will be prioritised according to the closest distance from home to school. The distance is measured in a straight line from the address point of the student's house, as set by Ordnance Survey, to the nearest school gate available for students to use. This is calculated using the Admission and Transport Team's Geographical Information System. 'Home' is defined as the address where the child resides for 50% or more of the school week.

DEFINITIONS

Notes (these form part of the admission arrangements):

- a. A '**Looked after child**' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A '**Previously looked after child**' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.
- b. '**Catholic**' means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). This will normally

be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. In terms of an application to this school, a child will not be treated as Catholic if the date for baptism or the ceremony of acceptance into the Catholic Church is after the closing date for applications. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

For oversubscription criterion two, there is a requirement for the parent/carer to obtain the priest's signature and the parish stamp or seal on the Supplementary Information Form. The priest concerned would be the priest of the church where the parent/carer normally worships or, if they do not practise their faith by attending Mass, the parish priest in the parish in which they are resident.

- c. **Parents/Carers** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
- d. **Distance:** Distance will be measured in a straight line from the child's home address to the nearest gate for students to use at the school using the Local Authority's computerised measuring system.

A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the student's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school. In the unlikely event that any two or more children live equidistant from the school, and in all other ways have equal eligibility for a place, the names will be issued a number and drawn randomly to decide which child receives priority. This will be supervised by a person independent of the school.