



OAKLANDS CATHOLIC SCHOOL **AND** **SIXTH FORM COLLEGE**

With delegated responsibility from the
Edith Stein Catholic Academy Trust



ADMISSIONS POLICY – SIXTH FORM **2027-2028**

APPROVED BY LOCAL GOVERNING BODY AND EDITH STEIN CATHOLIC ACADEMY TRUST	OCTOBER 2025
SCRUTINISED BY ADMISSIONS COMMITTEE	OCTOBER 2025
DATE LAST REVIEWED	OCTOBER 2025
MEMBER OF STAFF RESPONSIBLE	HEAD OF SCHOOL
STATUTORY / NON-STATUTORY	STATUTORY



Community

Unity



Opportunity

1.0 General

- 1.1 Oaklands is a 11-18 Catholic Academy now part of the Edith Stein Catholic Academy Trust in Havant under the Trusteeship of the Roman Catholic Diocese of Portsmouth. The ethos of this school is founded on the principles of the Catholic tradition. We ask all students and parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.
- 1.2 The Board of Governors is responsible for the policy of admission of students to the Sixth Form College. Students are admitted to the Sixth Form at 16+.
- 1.3 The anticipated capacity of Oaklands Sixth Form College (Years 12 and 13 combined) is 300. The proportion of this total admitted into Year 12 in any given year will depend upon existing Year 13 totals. Where there are fewer internal Year 11 students with the requisite course entry requirements then places available to the external Year 12 PAN may be increased up to the above combined Year 12 and Year 13 capacity.
- 1.4 The published admission number (PAN) for external entry into Year 12 is 50.

2.0 Admission Policy to the Sixth Form College

- 2.1 **The Governors welcome applications from all students.**
- 2.2 A place in the Sixth Form is dependent on the appropriate academic attainment to meet the entry requirements for each student's preferred subjects.
- 2.3 An offer of a place in the Sixth Form is conditional and dependent upon the applicant meeting the entry requirements for the preferred subjects. These entry requirements for any given academic year for each subject are published in the Sixth Form prospectus which is available on the school website in the September prior to application. Paper copies are available on request.
- 2.4 Internal applications may be received from students who already attend Oaklands Catholic School in Year 11. Internal applicants will continue into the Sixth Form College should they meet the minimum entry requirements. If there are more applications from external applicants than places available, the Governors will apply the oversubscription criteria in the order in which they are set out on the website (Admissions) or in the main school policy.
- 2.5 If it is not possible to offer a place, students/parents have the right to appeal to an independent Appeal Panel.
- 2.6 In the event of oversubscription against a category a tie-breaker will be applied. Oversubscription criteria will be applied when students receive their GCSE results on enrolment day in August.

3.0 Students with an Educational Health Care Plan

- 3.1 Students with an Educational Health Care Plan (EHCP) which names Oaklands Catholic School and Sixth Form College in the Statement will be admitted to the college. Where possible such children will be admitted. External students with EHCP will be admitted within the external PAN of 50. Any decision to name Oaklands in an EHCP will be made on an individual basis to ensure the students' needs can be met in accordance with the SEN Code of Practice (2015).

4.0 Students with Physical or Sensory Impairments and Learning Disabilities

- 4.1 Students with disabilities are treated no less favourably than other applicants for admission.

5.0 Procedure for Making an Application

- 5.1 All applications to Oaklands Catholic Sixth Form College must be made during the Autumn term. Curriculum design is determined by the demand for subjects. The school will endeavour to run all the courses in the Sixth Form brochure, however, if subscription to a course is uneconomic it may not run. Application to the Sixth Form College must be made by noon on the first Friday in December before the year of application. Acknowledgement of receipt will be provided upon receipt of application and offers will be made on an ongoing basis once applications have been reviewed by the Sixth Form.
- 5.2 Students must return the Offer Form by the last Friday of February in the Spring Term.

6.0 Late Applications

- 6.1 Students/parents (internal and external) who apply after 10 December in any given year will be considered as late applications. Late applications (internal and external) will join a waiting list. Every effort will be made to accommodate students on their chosen courses, but this cannot be guaranteed.

7.0 Admission of Children Outside their Normal Age

- 7.1 Parents may seek a place for their child outside of their normal age group. Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). The Admissions Committee at Oaklands Catholic School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school which the child currently attends. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the School but it is not in their preferred age group.

8.0 Waiting List

- 8.1 A student whose application is refused because the Sixth Form College is over its published admissions number will be offered a place on the waiting list, if this is requested. The offer of a place on the waiting list is entirely without prejudice to the right to appeal against the Governors' refusal to admit the student. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list.

- 8.2 The waiting list will be reviewed and revised each time –
- a student is added to or removed from the waiting list
 - when a student's changed circumstances affect their priority
 - periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year
- 8.3 At the time of receiving an offer of a Sixth Form place, parents will be advised of the process for adding their child's name to a school's waiting list. Parents can have their child's name on the waiting list for more than one post-16 provider.

9.0 In-Year Admissions (Applications Other Than at The Normal Date Of Transfer)

- 9.1 In general, where students/ parents are applying for their child to transfer from another Sixth Form, for whatever reason, then the criteria set out in Category 2.4. above will be applied.

10.0 Appeals Procedure

- 10.1 In accordance with the 1998 Education Act as amended by the 2002 Education Act, students/parents have the right to appeal against the Governors' refusal to admit their child/children and should write to the school asking for an Appeal Form from the Admissions Secretary.
- 10.2 The completed Appeal Form should be returned to the return address on the Appeal Form, within 20 days of the date of the refusal letter. The Appeal Panel is entirely independent of the Governors and of the Local Education Authority. The appeal timetable is on the school website.

Appendix 1 - Sixth Form Oversubscription Criteria

If there are more applicants than places available, external applicants will be required to complete a Supplementary Information Form (SIF) available on the school website. Applications for admission will be considered in order of priority according to the following criteria:

Oversubscription Criteria	TIE BREAK
Category A: Catholic Children in Public Care (Explanatory Note 1) A1: Baptised Catholic students who are or have been in Public Care	Distance
Category B: Catholic Students B1: Catholic students with siblings at the school at the proposed time of admission. B2: All other Catholic students.	Distance
Category C: Other children in Public Care C1: Students who are or have been in Public Care and are not Catholic.	Distance
Category D: Heritage Catholics D1: Unbaptised students with siblings at the school at the proposed time of admission with at least one parent who is a Baptised Catholic or who has been received into the Catholic church. D2: All other unbaptised students with at least one parent who is a Baptised Catholic or who has been received into the Catholic church.	Distance
Category E: Students who are members of Eastern Christian Churches (Explanatory Note 13) E1: Students with siblings who are members of the Eastern Christian Church at the proposed time of admission. E2: All other students who are members of the Eastern Christian Church.	Distance
Category F: Students belonging to other Christian denominations F1: Students from other Christian denominations with siblings at the school at the proposed time of admission. F2: Students from other Christian denominations.	Distance
Category G: Students attending a Catholic primary school or who have attended and who are not Catholic G1: Students with siblings at the school at the proposed time of admission. G2: All other students.	Distance
Category H: Students of staff (Explanatory Note 16) H1: Students of staff working at the school.	Distance
Category I: Students from other recognised Faiths I1: Students with siblings at the proposed time of admission. I2: All other students.	Distance
Category J: Other students J1: Students with siblings at the proposed time of admission. J2: All other students.	Distance

For distance and commitment to practice please see explanatory notes.

Explanatory Notes

- 1 **Children in Public Care** This criterion provides priority for children who are (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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. An adoption order is an order under section 12 of the Adoption Act 1976 or under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 2 **Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, fostered brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. At the time of application the applicant must have an elder sibling on roll at Oaklands Catholic School and Sixth Form College (up to and including Year 13), who will still be on the roll at the time of the younger sibling's admission.
- 3 **Commitment to Practice** for other Christian denominations and other recognised faiths is defined as the attendance of a parent/parents, step parent, carer or legal guardian and students in their own parish or church or place of worship. Commitment to practice will be used to assist Governors in ranking applications. A positive commitment (yes) will mean highest weighting and negative practice (no) the least weighting. If a family has moved church or place of worship during that time, then the family will be required to provide evidence from either churches or places of worship in order to prove commitment of practice at worship over the previous year.
- 4 **Home address** is defined as the address where the child lives for the majority of the time with a parent or carer who has parental responsibility for the child. Where a residence order exists under The Children Act 1990, the address of the parent named in that order will be deemed to be the student's normal residence.
- 5 **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. 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 the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.
- 6 **Baptised** is defined as the student having undergone a service at which the sacrament of Christian Baptism was administered.
- 7 **Dedicated** is defined as the student having undergone a service of Presentation and Dedication in a church in which this practice is used in place of the Christian Baptism of an infant.
- 8 **Heritage Catholic** is defined as an unbaptised student with at least one parent who is a Baptised Catholic or who has been received into the Catholic Church
- 9 **Statement of Membership** Some Christian churches do not practice infant baptism. Evidence of membership can be a baptismal certificate, dedication certificate or statement of membership made on a supplementary information form by a priest / minister of other Christian denominations.
- 10 **Distance** will be measured in a straight line: applicants living near the school have priority. Hampshire County Council's Geographic Information System (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school). Distance to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distance will be measured to the stairs leading to the communal entrance. If the distance

tie break is applied and two or more applicants have the same distance, the places will be granted by random allocation.

- 11 **Random allocation** - in the event of the distance between two children's homes and the school being the same and there is only one place left to be allocated, the place will be allocated by lottery and witnessed by an independent observer, normally a representative of the Local Authority.
- 12 **Multiple Siblings** - If the school reaches PAN and this would involve splitting two or more siblings from the same age group living at the same home address, the Governing body would admit these children to avoid splitting the family.
- 13 **Eastern Christian Church** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. A list of Churches included in this category can be viewed on the school website (Admissions).
- 14 **Other Christian Denominations** are defined as those who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. Churches which are affiliated as members of Churches Together in England (www.cte.org.uk) and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
- 15 Other faiths are defined as those who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 14 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
- 16 **Staff** are defined as employees of the Edith Stein Catholic Academy Trust who have been in employment at Oaklands Catholic School for at least two years and will continue to be in employment at the point their child is admitted to the school.