



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

With delegated responsibility from the  
Edith Stein Catholic Academy Trust

## **ADMISSIONS POLICY – SIXTH FORM 2025-2026**

<b>APPROVED BY LOCAL GOVERNING BODY AND EDITH STEIN CATHOLIC ACADEMY TRUST</b>	<b>DECEMBER 2023</b>
<b>SCRUTINISED BY ADMISSIONS COMMITTEE</b>	<b>DECEMBER 2023</b>
<b>DATE LAST REVIEWED</b>	<b>DECEMBER 2023</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>HEADTEACHER</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>STATUTORY</b>



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 270.
- 1.4 The published admission number (PAN) for entry into Year 12 is 30. This only relates to those being admitted to the school for the first time. (This is based upon an estimate of the minimum number of external candidates likely to be admitted. The school may exceed this if demand for available courses can be met.)

## **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 The achievement of the general and specific academic requirements for entry onto Level 3 Sixth Form courses are to achieve a minimum of 5 grades 9-4 at GCSE. We would also look for students to continue to respect our Catholic Ethos and its importance to our School Community. Those not achieving this minimum will be scrutinised on an individual basis for consideration for a three year pathway.
- 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. Oversubscription criteria will only apply to external applicants and not to applicants who are already on roll at the school.
- 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 over-subscription against a category a tie-breaker will be applied.

## **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 within the PAN of 30. 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 last Wednesday in December before the year of application. Offers will be made upon receipt of application.**
- 5.2 **Students must return the Offer Form by the last Friday of the Spring Term.**

## **6.0 Late Applications**

- 6.1 Students/parents who apply after first Monday in December will be considered as late applications. Priority for late applications will be given to students at Oaklands in Year 11. Every effort will be made to accommodate students on their chosen courses but this can not 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 concerned. 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 school 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 school.

## **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.