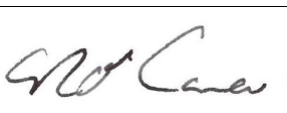





St Augustine's Catholic High School and Sixth Form

Sixth Form Entry Requirements, Continuation and Attendance Policy

Approved		Date
Principal G T O'Connor		30.03.20
Co-Chair of the Governors C Hubble		30.03.20
Cycle of Review: Annual		
Next Review Date: March 2021		



ST AUGUSTINE'S CATHOLIC HIGH SCHOOL AND SIXTH FORM

DEVELOPING THE WHOLE PERSON

Sixth Form Entry Requirements, Continuation and Attendance Policy 2020 - 2021

Introduction

Entry to Year 12 is on the basis of academic ability demonstrated by achievement in August 2020 exam results. To gain entry into the Sixth Form, students must have achieved a minimum of five Level 2 qualification passes at grades 4-9 at GCSE or Merit levels in BTEC subjects. In addition for specific subjects, students will also need to achieve the specific subject requirements detailed within the school's Sixth Form Prospectus.

Subject choices available for September 2020 are initially published in the Sixth Form Prospectus but may be subject to alterations. When a Sixth Form subject group is full, a waiting list will be set up for that subject. Students applying for that subject will be ranked according to prior academic attainment. The school reserves the right not to run subjects where the size of the subject group, in the School's opinion is not of an economic size.

Places are offered on the following priority basis:

1. Baptised Catholic students (see Note 1 below) who are looked after or previously looked after (see Note 2 below).
2. Non Catholic students who are looked after or previously looked after (see Note 2 below).
3. Year 11 students currently attending Saint Augustine's Catholic High School who can demonstrate they meet the academic entry requirements for the courses as evidenced by a reference.
4. Year 11 students currently studying at other schools who can demonstrate they meet the academic entry requirements for the courses as evidenced by a reference.
5. Year 12 students currently studying at Saint Augustine's Catholic High School who can evidence circumstances that may have impacted upon their academic progress and are prepared to study new subjects.

Note 1

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception

certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 2

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 3

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Year 12 Application Deadlines

All applications must be returned by 24th February 2020. Any applications submitted after this date will be considered to be a late application. Late applications for Year 12 are kept on a holding file and may be met with offers of a place at a later stage if vacancies remain, following the initial allocation process. When offered a conditional place in the Sixth Form, students will need to provisionally confirm their acceptance by 4th May 2020.

Subject to entry requirements being met, full confirmation of a place for internal applicants will be made by the school on Friday 21st August 2020. External applicants will need to provide evidence of Key Stage Four results by Friday 21st August 2020 and if the entry requirements are met, they too will receive confirmation of a place. Students who are offered a place must confirm their intention to enrol by midday, Friday 28th August 2020.

Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course. If places are not available on the requested courses applicants will be added to the waiting list. Students who do not receive a place in the Sixth Form have the right of appeal to the Principal in the first instance and secondly to the Academy Representatives.

Continuation into Year 13

In order to proceed into Year 13, students must maintain a level of satisfactory attendance as defined by the Sixth Form Attendance Policy together with a satisfactory attitude to learning. Students must also adhere to the behaviour systems as outlined on enrolment. Parents/Carers and students will be informed speedily of any concerns with regards to attendance, attitude to learning or behaviour that may impede continuation into Year 13 and a support plan will be implemented.

In addition, in order to continue into Year 13 to study in their chosen subject areas, students are required to achieve a minimum of forecasted 3 D grades at A level/Pass at BTEC in the end of Year 12 assessments. Students who at this point fail to achieve the forecasted minimum grades, will be offered a place in Year 12 for the following academic year; this will be confirmed before the end of the academic year. This is subject to the priority basis set out above. After due consideration and discussion, and in the best interests of the child, alternative courses in Year 12 may be suggested on the basis of the subjects' entrance requirements. Impartial careers advice will also be available at this time. Students who still wish to continue into Year 13, have the right of appeal to the Principal in the first instance and secondly to the Academy Representatives.

Sixth Form Attendance Policy

In the Sixth form, we understand the key link between attendance and academic success. Poor attendance and punctuality will not be tolerated in the Sixth Form and we are committed to supporting students in achieving high standards.

	Those with 100% attendance at the end of half-term will be entered into a prize draw raffle and will receive a certificate.
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Outstanding: 96%	96% and above will be classed as outstanding attendance on the student's UCAS statement, employment and Sixth Form references.
Good: 95% - 93%	Form Tutor monitoring of attendance – weekly data is sent out to all Tutors. Those who fall into this category will be monitored and supported by their personal Tutors. Maintaining this level of attendance will be classed as good for the purposes of any requested references.
Cause for Concern: 92% - 90%	Parents/Carers will be contacted and attendance meetings will take place. Phone calls home will be made when students are not in school. 92%-90% will be classed as satisfactory attendance on the student's UCAS statement, employment and Sixth Form references.
Serious cause for concern: 89% and below	A formal letter will be sent home and an attendance meeting held with the Head of Sixth Form to discuss progress. The student will be placed on an Attendance Contract for four weeks. Daily phone calls home will be made if the student does not attend school for timetabled lessons. If an immediate and sustained improvement is not seen, the student may not be entered for their exams and their Sixth Form place will be jeopardised.

Authorised Absence

Notification must be made to the school for all absences. These will be authorised in the cases of illness, days of religious observance and urgent medical/dental treatment. The school will use its discretion to authorise absence in the case of family emergencies and special occasions. In any eventuality, it is the expectation that any missed work will be caught up.

Unauthorised Absence

Any absence where the school does not receive information from the family, or when the reason for the absence is one that the school cannot authorise, is deemed as an unauthorised absence. If absence is a result of sustained medical needs, a medical certificate from a GP will be required.

Punctuality

We have high expectations regarding punctuality because we know that this is vital for preparing students for the world of work. All Year 12 and Year 13 students are expected to be in school by 9.15AM. Registers are taken and saved on the school system within the first five minutes of every lesson. Students who are late more than twice in a week will spend non-contact time in the supervised study area.