

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

DRAFT ADMISSION POLICY 2013 ENTRY – SIXTH FORM (YEAR 12)

The Cardinal Vaughan Memorial School is an oversubscribed Catholic boys' comprehensive school. There are 170 places in the Sixth Form (Year 12), 120 for internal pupils and 50 for external candidates, boys and girls. Places up to the admission number will be offered as described in part 1 and part 2 below. Please also read part 3 of this Policy carefully for definitions of the terms used as well as for more general information on admission procedure.

PART ONE - MINIMUM LEVEL OF ATTAINMENT

In order to be considered for a place in the Sixth Form, you MUST meet the minimum level of attainment at GCSE for the course of study you propose to follow. This is as follows.

AS Level subjects

ALL of the following:

1. At least six or more GCSEs or equivalent qualifications.
2. Four qualifications must be grade A or above and two must be grade B or above; such qualifications must include English Language and Mathematics.
3. The specific requirements for particular AS Levels, as set out in the Sixth Form Prospectus

Applied A Level Business

ALL of the following:

1. At least six or more GCSEs or equivalent qualifications.
2. Three qualifications must be grade B or above and three must be grade C or above; such qualifications must include English Language and Mathematics.

BTEC First in ICT

At least four GCSEs or equivalent qualifications at grade D or above; such qualifications must include including English Language and Mathematics.

Your ability to meet the minimum level of GCSE attainment does not guarantee a place in the Sixth Form

PART TWO – OVERSUBSCRIPTION CRITERIA

IF THERE ARE MORE APPLICATIONS FROM CANDIDATES WHO MEET THE MINIMUM LEVEL OF ATTAINMENT THAN THERE ARE PLACES AVAILABLE, PLACES WILL BE OFFERED CONDITIONALLY IN THE FOLLOWING ORDER

A. Catholic candidates currently in public care or who were in public care but ceased to be so because they were adopted or became subject to a Residence or Special Guardianship Order.

A letter from the candidate's local authority must be submitted with the application stating the candidate's legal status AND a copy of any relevant Court Order.

B. Catholic candidates from fully practising Catholic families with the highest predicted GCSE point score in 9 subjects (including English and Mathematics).

Offers will be made to Catholic candidates with the highest number of GCSE points. If there is equal entitlement to a place on the basis of GCSE point score, places will be offered in the following order of priority.

First

Catholic Candidates from fully practising Catholic families who are siblings of pupils or former pupils.

Second

Catholic Candidates from fully practising Catholic families who will not have a sibling on roll.

PART TWO – OVERSUBSCRIPTION CRITERIA CONTINUED

C. Other Catholic candidates.

D. Other candidates in public care to a local authority or who were in public care but ceased to be so because they were adopted or became subject to a Residence or Special Guardianship Order.

E. Other candidates.

In the event of a tie

If there are more applicants who satisfy criteria A - E than places available, any remaining places will be offered to candidates who live nearest to the school. This will be calculated using a straight line (as the crow flies) measurement from the candidate's home 'address point' determined by Ordnance Survey Data to the centre point of the School building as determined by the Royal Borough of Kensington and Chelsea using its computerised measuring system. In the event of a further tie-break being needed, random allocation will be used.

Last year offers were made to practising Catholic candidates with a GCSE points score of XX or above (AS levels) and a GCSE points score of XX or above (Applied A Level Business)

PART THREE - GENERAL INFORMATION

Important Dates

Open evenings (external applicants)	Xday X October and Xday X October 2012, 6pm
Open evenings (internal applicants)	Xday X October 2012, 4pm
Closing date for applications	Friday X November 2012, 5pm
Offers made	By end February 2013

Application Forms

You MUST complete a school application form, which MUST be returned to the school address, by the closing date.

Candidates with Statements of Special Educational Needs

The admission process for children with statements of SEN is separate from the process set out in this Policy. If you have a statement, you must contact your home borough for advice on placements.

Words used in this Policy

Public Care	A candidate in Public Care is one who is (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 section 22 of The Children Act).
Catholic	A member of a Church in full communion with the See of Rome, including members the Eastern Catholic Churches. Evidence of membership of the Catholic Church MUST be enclosed with the application form. A certificate of baptism in a Catholic Church <u>or</u> a certificate of reception into the full communion of the Catholic Church <u>or</u> equivalent (a certificate of confirmation in a Catholic church, a certificate of marriage in a Catholic church or, when there is a good reason why none of the above can be supplied, a sworn statement from a person who witnessed a baptism provided there is no conflict of interest) is acceptable.
Catholic candidates from fully practising Catholic families	Candidates who have attended Sunday Mass/Saturday Vigil Mass weekly for the last three years or more <u>and</u> who have at least one Catholic parent who has attended Sunday Mass/Saturday Vigil Mass weekly for the last three years or more.
Siblings	Brothers or sisters, half brothers or sisters, step brothers or sisters, or adopted brothers and sisters residing permanently at the same address.

The Priest's Reference

You MUST return a completed priest's reference with your application form. Follow the instructions on the priest's reference form. Take the form(s) to your priest(s) so that he can complete page 2. Include page 2 of the priest's reference with your application form and return it to the School by the closing date.

The priest's reference will be used as evidence of Catholic practice. If you have worshipped at different churches within the last three years, you MUST complete and return more than one form.

GCSE Point Score

The GCSE point score is calculated using the following table. Your best nine predicted grades (which will include English and Mathematics) will be used.

GCSE grade	Points	GCSE grade	Points
A*	8	D	4
A	7	E	3
B	6	F	2
C	5	G	1

A maximum of 10 points may be counted from vocational and other qualifications towards the points score for entry to study AS levels or Applied a Level Business. This may include a Level 2 qualification AiDA, CiDA, CiDA+ and DiDA qualifications.

Course Suitability Discussion

Catholic Candidates from practising Catholic families whose applications meet the minimum level of attainment at GCSE will be invited to attend a course suitability discussion at the School. This does not form part of the admissions process but is designed to provide advice concerning subject choices and to enable prospective pupils to determine how their needs and requirements might be met at the School.

Waiting List

Where an application is unsuccessful, candidates may ask for their name to be placed on a waiting list for the proposed course of study. The waiting list will be maintained in an order determined by the oversubscription criteria set out in this policy.

Admission Appeals

Candidates and their parents have the right of appeal against the governors' decision not to offer a place. An independent admissions appeals panel will be established to hear appeals in accordance with the provisions of the 'School Admissions Appeals Code'. Appeals will be heard in September/October after confirmation of the examination results on which the offer of a place depends. Decisions of the appeal panel are posted within two weeks.



The Cardinal Vaughan Memorial School
89 Addison Road, Kensington, London W14 8BZ
Telephone 020 7603 8478

CANDIDATE'S LAST NAME	INITIALS	DATE OF BIRTH

**APPLICATION FORM
SIXTH FORM (YEAR 12)
IN SEPTEMBER 2013**

*THIS FORM SHOULD NORMALLY BE COMPLETED BY THE CANDIDATE APPLYING FOR SIXTH FORM STUDY
PLEASE READ THE ADMISSION POLICY BEFORE YOU COMPLETE THIS FORM*

***YOU MUST COMPLETE ALL BOXES ON THIS FORM APART FROM THE 'PREDICTED GRADES' BOX, WHICH MUST
BE COMPLETED AND SIGNED BY YOUR HEADTEACHER OR ANOTHER SENIOR MEMBER OF STAFF AT YOUR
CURRENT SCHOOL.***

THIS FORM MUST BE RETURNED TO THE SCHOOL BY 5PM ON FRIDAY X NOVEMBER 2012

YOUR LAST NAME		FIRST NAME(S)				
YOUR HOME ADDRESS		DATE OF BIRTH				
		TELEPHONE NUMBER(S)				
HOME BOROUGH						
FULL POSTCODE		EMAIL ADDRESS				
CURRENT SCHOOL & FULL POST CODE		ARE YOU OR WERE YOU FORMERLY IN PUBLIC CARE	YES	NO		
		DO YOU HAVE A SIBLING OR FORMER SIBLING AT THE SCHOOL?	YES	NO		
		Name				
		Form/Dates				
		ARE YOU CATHOLIC?	YES	NO		

PROPOSED COURSE OF STUDY

AS-LEVELS: PLEASE STATE YOUR SUBJECT CHOICES IN THE CORRECT BLOCKS BELOW

SUBJECT

BLOCK 1

BLOCK 2

BLOCK 3

BLOCK 4

BLOCK 5

STATE SUBJECT FOR
FOUR BLOCKS ONLY

BTEC FIRST IN ICT

NO

YES

APPLIED A LEVEL COURSE IN BUSINESS

NO

YES

CHECKLIST

▶ **HAVE YOU READ THE ADMISSION POLICY?**

YES

NO

HAVE YOU ENCLOSED THE RIGHT DOCUMENTS WITH THIS APPLICATION FORM?

Document	Status	CIRCLE YES OR NO	
▶ A letter from the candidate's local authority and a copy of any relevant court order	Essential for candidates in Public Care/formerly in public care	YES	NO
▶ Page 2 Priest's Reference Form completed by your priest(s)	Essential for all Catholic applications	YES	NO
▶ Your baptismal certificate or certificate of reception into the Catholic Church (PHOTOCOPY only please)	Essential for all Catholic applications	YES	NO
▶ One parent's baptismal certificate or certificate of reception into the Catholic Church (PHOTOCOPY only please)	Essential for all Catholic applications	YES	NO

Your application cannot be processed correctly if you do not attach the documents requested.

By 5.00pm on Friday X November 2012, return this application form and required documents to *Sixth Form Admissions, Cardinal Vaughan Memorial School, 89 Addison Road, London W14 8BZ*

Candidate's Signature and Date

Parent's Signature and Date



The Cardinal Vaughan Memorial School
89 Addison Road, Kensington, London W14 8BZ
Telephone 020 7603 8478

INSTRUCTIONS TO CANDIDATE

- | | |
|---|--|
| 1. COMPLETE THIS PAGE, PAGE 1 AND WRITE YOUR NAME AND DATE OF BIRTH IN THE BOXES ON PAGE 2. LEAVE THE REST OF PAGE 2 BLANK
2. TAKE THE FORM TO YOUR PRIEST | 3. HE WILL COMPLETE PAGE 2 AND RETURN IT TO YOU (HE WILL KEEP PAGE 1)
4. RETURN PAGE 2 TO THE SCHOOL BY THE CLOSING DATE WITH YOUR APPLICATION FORM |
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SIXTH FORM APPLICATION PRIEST'S REFERENCE FORM
(TO BE COMPLETED BY THE CANDIDATE AND KEPT BY THE PRIEST)

THE CANDIDATE

LAST NAME			
FIRST NAME(S)			
DATE OF BIRTH			
ARE YOU A BAPTISED CATHOLIC?	YES	NO	
HAVE YOU ATTENDED SUNDAY MASS WEEKLY FOR THE LAST THREE YEARS OR MORE?	YES	NO	

YOUR MOTHER/CARER

FULL NAME			
IS YOUR MOTHER A BAPTISED CATHOLIC?	YES	NO	
HAS SHE ATTENDED SUNDAY MASS WEEKLY FOR THE LAST THREE YEARS OR MORE?	YES	NO	

YOUR FATHER/CARER

FULL NAME			
IS YOUR FATHER A BAPTISED CATHOLIC?	YES	NO	
HAS HE ATTENDED SUNDAY MASS WEEKLY FOR THE LAST THREE YEARS OR MORE?	YES	NO	

CANDIDATE'S DECLARATION

I declare that the information I have given above is accurate

SIGNATURE		DATE	
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INSTRUCTIONS TO CANDIDATE

- | | |
|---|--|
| 1. COMPLETE PAGE 1 AND WRITE YOUR NAME AND DATE OF BIRTH IN THE BOXES ON THIS PAGE. LEAVE THE REST OF THIS PAGE BLANK | 3. HE WILL COMPLETE THE REST OF THIS PAGE AND RETURN IT TO YOU (HE WILL KEEP PAGE 1) |
| 2. TAKE THE FORM TO YOUR PRIEST | 4. RETURN PAGE 2 TO THE SCHOOL BY THE CLOSING DATE WITH YOUR APPLICATION FORM |

SIXTH FORM APPLICATION PRIESTS'S REFERENCE FORM

(TO BE COMPLETED BY THE PRIEST AND RETURNED TO THE CANDIDATE)

CANDIDATE'S NAME

LAST NAME	
FIRST NAME(S)	
DATE OF BIRTH	

Candidate, write your name and date of birth in the boxes above

PRIEST'S DETAILS

The Priest completes the rest of this form

NAME OF PRIEST	
NAME OF CHURCH	
ADDRESS	
POST CODE	
EMAIL ADDRESS	

PRIEST'S REFERENCE

- | | |
|--|--------------------------|
| I. I HEREBY CONFIRM THAT I KNOW THIS CANDIDATE AND HIS/HER FAMILY AND THAT, TO THE BEST OF MY KNOWLEDGE, ALL OF THE FOLLOWING STATEMENTS ARE TRUE: <ul style="list-style-type: none">The candidate has attended Sunday Mass weekly for the last three years or moreHe or she has ONE Catholic parent who has attended Sunday Mass weekly for the last three years or more | <input type="checkbox"/> |
| II. I DO NOT HAVE ENOUGH EVIDENCE TO MAKE THE STATEMENT IN I. ABOVE WITH FULL CONFIDENCE | <input type="checkbox"/> |

SIGNATURE, PARISH SEAL & DATE

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