St Thomas the Apostle School & Sixth Form College

6th Form Admissions Policy

Updated: September 2025

Agreed by Governors: October 2025

Introduction

St Thomas the Apostle is an oversubscribed Catholic boys' school which admits girls into the Sixth Form. Whenever there are more applications than places available, priority will always be given the oversubscription criteria below.

100 places overall will be available in Year 12 at St Thomas the Apostle College (the Year 12 capacity). Children already on the School roll are entitled to transfer to year 12 if they meet the published academic entry requirements stated at paragraph 1. The published admission number for Year 12 external is 30. This is the number of places which will be available on an annual basis to external applicants who meet the published academic entry requirements stated at paragraph 1. If fewer than 70 of the School's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

1. **Minimum level of attainment at GCSE**

All applicants to Year 12, internal and external, must meet the minimum level of attainment at GCSE for their chosen course of study as follows:

Academic (A-Levels) Future Scholars Pathway	Academic (A-Levels)	Vocational
3 (or 4 A-Levels)	3 A Level Subjects	3 BTEC Courses (Each one A-Level Equivalent)
The top 50 students on a points system on academic outcome at GCSE are chosen. Students are taken off and added to during Year 12. (based on academic outcomes)	Grade 5 in English Language and literature & Maths, plus 5+ in 5 other GCSEs	Grade 5 in English Language & Maths, plus Grade 5+ in 3 other GCSEs

All places offered are conditional on results and are subject to spaces being available on courses. Any applicant, internal or external who does not meet these GCSE academic standards will not have their conditional place confirmed.

2. **Oversubscription Criteria**

If there are more external applicants who meet the minimum level of attainment than there are places available, places will be offered conditionally (subject to an applicant meeting the minimum level of attainment in their actual GCSE results) by course in the following order of priority.

1. Catholic looked after children and looked after children including internationally adopted previously looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted *(see notes below*)
2. Applicants who are baptised Catholics. Applicants will be required to submit a supplementary application and the original baptism certificate. *(see notes below*)
3. Those with a brother or sister on roll at the time of application. This includes half, step and adopted siblings living permanently at the same address. It does not include cousins. *(see notes below*)
4. All other applicants

If there are more candidates in any group, 1 - 4 above, than places available, the remaining places will be offered by random allocation conducted in accordance with the School Admission Code by the drawing of lots. Any offer holders will be placed on the waiting list for over subscription of courses until the end of September.

Any applicant not offered place may request that their name be placed on the waiting list for one term.

3. Applications made in-year

Applications for vacancies in Year 12 that may occur outside the normal admissions will be processed and decisions will be provided to applicants within 15 school days.

4. Appeals

Any applicant, internal or external who is not offered a confirmed or conditional place may appeal to an independent appeal panel in accordance with the School Standard and Framework Act 1998.

5. Sixth form Admissions Process

The following process occurs over the 2025-2026 academic year to ensure course suitability, access and equality to provision for all applicants. Specific dates are all TBC.

1	6th Form Open Evening	Date:20th November 2025
2	Applications open for 2026 entry	Date:21st November 2025
3	Applications close for 2026 entry	Date 9th January 2026
5	Academic consultation meetings – senior staff, applicants and parents	February 26th 2026
6	Conditional offers or unsuccessful application letters sent to all applicants	March 2026

7	GCSE examinations	Summer 2026
8	Future Scholars Programme	Spring 2026
9	GCSE results and enrolment day	August 2026
10	6th Form induction and start of term	September 2026

All external applicants must provide the name of an appropriate contact at their current school who can submit details of exams taken/to be taken. These will be used to decide whether the application meets the minimum level of attainment for the chosen course. Conditional offers will be confirmed on the basis of an applicant's actual examination results published in August and subject to space on courses.

6. Year 12 Course Suitability Discussion

This does not form part of the admissions process but is designed to provide advice concerning course/subject choices based on predicted GCSE grades and to enable applicants to determine how their needs.

7. Applicants who have an Education, Health and Care Plan

Applicants with an Education. Health and Care Plan will need to consult with their local authority and put in a separate application to the school. The admission process for those with EHC Plans is separate from the arrangements shown here. You must contact your local authority for advice on school placements.

8. False Information

False information or the omission of material information, may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.

9. Your Data

Like all schools, St Thomas the Apostle collects and holds personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We also hold prospective parents' contact details in order to communicate during and following the admissions process. If an application is unsuccessful, we will continue to hold parental contact information and personal data for pupils on our waiting list for the time a space may become available, unless you email sixthform@stac.southwark.sch.uk to ask us not to.

Notes (these notes form part of the oversubscription criteria)

- An 'Education, Health and Care Plan' is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. Holders of an EHCP for St Thomas the Apostle in Years 7 – 11 may not be extended into the 6th form. This will be subject to the annual review held in Year 10.

- A 'looked after child' is a child 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

  All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

  Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

  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).

  A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- 'Baptised Catholic' means a child who has been baptised in accordance with the Rites of a Catholic Church in full communion with the See of Rome. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- 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.
- 'Brother or sister' includes all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters,

This 6th Form Admissions policy has been reviewed in September 2025 and will be reviewed again in September 2026.

Signed by Chair of Governors [Joseph Reed]:

Signed by Headteacher [Eamon Connolly]: