


# Admissions Policy (6<sup>th</sup> Form) 2025-26

## Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors 
Lead of Review:	Mrs L. Henderson      Director of Learning & Support
Last reviewed on:	January 2024
Next review due by:	February 2025

## **Admissions Policy to our Sixth Form**

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in year 12. While the admission number is 100, if fewer than 100 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 100.

Our Sixth Form is designed to serve our school community and to be as inclusive as possible.

We welcome students of all faiths, or none. Catholic schools have become much more popular in recent years. Non-Catholic parents tell us that they appreciate the ethos and calm of our school. A growing number of non-Catholic parents appreciate the values our school upholds and have sought admission for their children.

Priority will be given in the first instance to applicants from Ellesmere Port Catholic High School who meet the entrance requirements.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

Where there is a space in year 13, i.e. where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria – see notes.

In the event of over-subscription, internal and external applicants meeting the entrance requirements will be placed on a waiting list using the oversubscription criteria – see notes.

A meeting will be held with applicants to discuss options and course requirements. Application packs are available from the school office and Head of Sixth Form or via the website. Applications should be submitted by 28 February 2025.

## **Entrance Requirements**

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are that:

- Applicants are required to have at least 5 passes at GCSE grade 4 and above.
- In addition to the sixth form's minimum academic entry requirements all pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. For the majority of subjects this would be a grade 5 at GCSE in that subject (or a related subject where the chosen subject is not offered at GCSE). A high grade 6 is needed for those wanting to study Maths and/or Physics at A-level.
- If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.
- All applicants are required to have a strong work ethic and commitment to our ethos, standards and code of conduct. This will be determined from the application form and interview.
- All applicants are subject to a probation period in which there is a review in order to ensure that all pupils are on the correct courses for them. Pupils, once a member of our 6<sup>th</sup> form, do have the opportunity to change between courses if they fulfil the entry criteria for that subject and if there is availability on that course.

## **How to apply**

Application packs can be collected from the main school office, the main 6<sup>th</sup> form centre or downloaded from the school website. The completed forms should be then returned to school either electronically or on paper by 28 February 2025.

Complete the application form ensuring that you have filled in all sections giving as much detail as you can.

- Before making any decisions about the subjects you wish to study we strongly advise students to read the course descriptions very carefully and talk to the subject leaders to find out how suited to the course you might be.
- Submit your application once completed via your form tutor or directly to the Head of Sixth Form.
- Be ready to discuss your reasons for applying to Ellesmere Port Catholic High School Sixth Form and your subject choices at the meeting with the Head of Sixth Form.

A meeting will then take place with the Head of Sixth Form to discuss the application. It is vital that you choose the courses that are right for you and your future plans. You will be informed in advance of the meeting date and times.

The closing date for applications is 28 February 2025.

## **Late applications**

Students who make late applications to the Sixth Form may still be considered, especially where there are unavoidable reasons for missing the deadline. Students must be aware however, that late applications will be subject to course restrictions where courses may be already full.

Please do not hesitate to contact the school office if you have any queries regarding your application.

## **Ellesmere Port Catholic High School**

### **Sixth Form Uniform Policy**

We expect all our students to have very high professional standards and uniform is no exception to this. Sixth Form is about preparing you for the world of work and so it is important that all students have high and appropriate standards of personal appearance. Our uniform policy has been put together with our Sixth Form Leadership team.

#### **Dress Code**

- Tailored black skirt fitted to the waist, just on or below the knee. No stretch/lycra skirts allowed.
- Black tailored pinafore dress, just on or below the knee.
- Full length black tailored trousers, fitted to the waist.
- Black jacket (blazer) - no colouring or non-textile materials.
- White blouse or shirt.
- Sixth Form tie navy blue with the school crest (for shirt only).
- Flat black/brown shoes – no trainers, pumps or working boots.
- Black, dark navy or flesh coloured tights with skirts or black socks with trousers. Fashion patterned tights are not permitted.
- Outside coats/jackets/hoodies are not allowed to be worn inside school.
- Discreet jewellery, which may include a necklace, bracelet, watch, ring and one pair of stud earrings through the ear lobe. Facial piercings are not allowed.
- Discreet use of make-up.
- Appropriate hair style which includes natural hair colour and hair length no shorter than a number 2. Hair should be tidy with one natural colour.
- No visible tattoos are permitted.

#### **Attendance**

- It is critical to maintain an excellent attendance and punctuality record for future applications for university or work placements. Students are required to be on site for registration at 8.40am and remain until the end of the Sixth Form day at 3.15pm.
- As attendance is so important to academic success we ask that students avoid making appointments during the Sixth Form Day. If a student needs to request an absence we ask that students fill in the absence request form and ensure this is signed by a parent/carers. This should then be given to their form tutor or the Head of Sixth Form. No holidays will be authorised during term time.
- Attendance will be closely monitored. For absences we ask in the first instance parents/guardians call the school office so this can be recorded on Arbor. For those students for whom we do not receive a phone call, the office staff will call home. It is vital we know where our students are. It will be the responsibility of the student to catch up on any work missed due to absence.

- During the study periods students are expected to undertake independent work in either the Sixth Form Library or the Sixth Form study areas. The Sixth Form areas will be open from 8am to 6pm. If students feel they would benefit from a more structured timetable with their study time, form tutors can help with the study plan.

## **Notes**

### **Oversubscription Criteria**

*At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Catholic students attending Ellesmere Port Catholic High School.
2. Other Catholic students including Catechumens and members of an Eastern Christian Church. [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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family)].
3. Any other students.