



Richard Challoner School

Sixth Form Admissions Policy

2025-26

Richard Challoner School Sixth Form exists primarily to provide post 16 studies for students moving on from Year 11 at the school and these students are therefore given priority for places in the Sixth Form. However, the school also admits external applicants (both male and female students) into Years 12 or 13 and a minimum of 10 places will be available to applicants within this category. In September 2025, the Governing Body intends to admit a maximum of 150 (including internal and external students). It should be noted that admission to the Sixth Form will only be considered if the student's level of attainment is suitable for the proposed course of study. Details of course requirements are available in the Sixth Form Prospectus, which is available on the school website: www.richardchalloner.com/sixthform.

Where there are more external applicants than places available, the following oversubscription criteria will be used:

Criterion 1	'Looked After' or 'Previously Looked After' applicants who are baptised Catholics evidenced by a copy of the student's signed Certificate of Baptism
Criterion 2	<p>(a) Applicants who are baptised Catholics evidenced by a copy of the student's signed Certificate of Baptism and a signed and stamped Certificate of Catholic Practice</p> <p>(b) Applicants who are baptised Catholics evidenced by a copy of the student's signed Certificate of Baptism, but without a signed and stamped Certificate of Catholic Practice</p>
Criterion 3	<p>(a) Other 'Looked After' or 'Previously Looked After' applicants</p> <p>(b) Applicants who are baptised (<i>where infant baptism is practised</i>), or are members of other Christian denominations that are part of Churches Together in England, as well as Eastern Orthodox Churches. Application must be evidenced by a copy of the student's signed Baptismal Certificate or Certificate of Dedication (<i>where applicable</i>) and a signed letter from the Minister of religion on letterhead paper confirming membership of the student's Christian denomination</p>
Criterion 4	Applicants who are members of other faiths evidenced by a signed letter from the faith leader on letterhead paper confirming membership of the student's faith
Criterion 5	All other applicants

OVERSUBSCRIPTION

- If the number of applicants exceeds the number of places within criteria 2, tie breakers in Sections 1 and 2 will be applied in the order stated below
- If the number of applicants exceeds the number of places within criteria 3(b) and 4, tie breakers in Section 2 will be applied in the order stated below
- If the number of applicants exceeds the numbers of places within criteria 1, 3(a) and 5, tie breakers in Section 2 will be applied in the order stated below



Richard Challoner School

Sixth Form Admissions Policy

2025-26

OVERSUBSCRIPTION TIE BREAKERS

1. The strength of evidence of commitment to the applicant's faith, where appropriate.

Priority will be allocated as follows:

- (a) Applicants who have provided a Certificate of Catholic Practice
 - (b) Applicants without a Certificate of Catholic Practice
2. Within each level of commitment stated in 1(a) and 1(b) above, the following tie breakers will apply:
 - A An applicant with a brother/sister on roll at the time of admission. A brother/sister is defined as a full, step or half-brother/sister, or a legally adopted brother/sister living at the same address on the date of application.
 - B An applicant whose parent is a member of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - C Distance from the school, as measured by a straight line from the applicant's home to the school gate (adjacent to the school garage) used by students, located on Manor Drive North. All distances will be measured using Kingston Council's School Admissions computerised Geographical Information System. Where the last remaining place is to be allocated and two or more students are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

APPLICATION PROCEDURE

Please complete our online Sixth Form Application Form, which is available on the school's website by clicking [here](#).

If you would like your application to be considered under one of the faith criteria, please complete the school's Sixth Form Supporting Documentation Form (available on our website). If such information and supporting documentation is not provided, the Governors will not be able to apply their admissions criteria and this is likely to affect your chances of being offered a place. Please attach your supporting documentation to the Sixth Form Supporting Documentation Form.



Richard Challoner School

Sixth Form Admissions Policy

2025-26

Criterion 1 Applicants	A copy of the student's signed Certificate of Baptism
Criterion 2 Applicants	<p>(a) A copy of the student's signed Certificate of Baptism and a signed and stamped Certificate of Catholic Practice (<i>available on the School's website</i>)</p> <p>(b) A copy of the student's signed Certificate of Baptism</p>
Criterion 3 Applicants	(b) a copy of the student's signed Baptismal Certificate or Certificate of Dedication (<i>where applicable</i>) and a signed letter from the Minister of religion on letterhead paper confirming membership of the student's Christian denomination
Criterion 4 Applicants	A signed letter from the faith leader on letterhead paper confirming membership of the student's faith

PREFERRED COURSES

Please note that the school cannot guarantee that a student will be able to study their preferred course(s). Where a course is heavily oversubscribed, places will be allocated based on GCSE points score, with the highest scoring students receiving preference for places on a course. Where insufficient numbers request a course, the course may be withdrawn.

LOOKED AFTER CHILDREN

Children currently Looked After and Previously Looked After are defined as:

- Children who are (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 in accordance with Section 22(1) of the Children Act 1989, at the time an application for a school is made
- Children who were Previously Looked After, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002) or became subject to a child arrangement order or special guardianship order
- Looked After and all Previously Looked After children includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted

CATHOLIC APPLICANTS

The definition of 'Catholic' means members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. In the context of school admissions, Catholic children are defined as children who are baptised or received into the Catholic Church, (children baptised or received into the Eastern Churches in union with Rome and baptised children of members of the Ordinariate).



Richard Challoner School

Sixth Form Admissions Policy

2025-26

CERTIFICATE OF CATHOLIC PRACTICE

A Certificate of Practice is a form signed by the parish priest to state that a child wishing to apply for entry to a Catholic Primary School or for entry into a Catholic Secondary school is a practising Catholic. This form states that the child is a practising Catholic. The precise nature of this obligation is set out in the Church's canon law. The definition of 'Catholic practice' does not impose a higher requirement than the Church itself imposes. It is capable of being applied consistently by all priests and is susceptible to proof by reasonable evidence based observations. The test is based on Mass attendance, as this is capable of being observed objectively, with a reasonable degree of accuracy.

Certificate of Catholic Practice – "Guidance for Clergy" can be found on the Catholic Education Service website <https://www.catholiceducation.org.uk/> at "School Guidance" – "Admissions".

CHURCHES TOGETHER IN ENGLAND

The Governing Body will refer to the list of member churches on the Churches Together in England website. (Note: Children of other Christian denominations means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. A full up to date list of Churches that are members of Churches Together in England (CTE) can be accessed from the CTE website: [Churches Together in England : Member Churches list \(cte.org.uk\)](http://www.cte.org.uk).

APPLICANTS WHO ARE MEMBERS OF OTHER FAITHS

'Applicants who are members of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include: 'A religion which involves belief in more than one God' and 'A religion which does not involve belief in a God'. Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

STUDENTS WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)

The admission of students with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHCPs by the student's home Local Education Authority. Details of this separate procedure is set out in the Special Educational Needs and Disability Code of Practice. An EHCP student naming the school will be admitted if the school deems their needs can be accommodated.



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Sixth Form Admissions Policy

2025-26

FAIR ACCESS PROTOCOL

The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with paragraph 3.17 of the School Admissions Code 2021. Admitting children under the protocol may require the school to admit above the planned admission number for the relevant year group. It is possible that when a child is directed under the Local Authority's Fair Access Protocol, they will take precedence over those children already on the waiting list.

EDUCATION OUT OF A CHILD'S CHRONOLOGICAL AGE GROUP

Parents may apply for their child to be educated outside his/her chronological age group, ie. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

WAITING LIST

Students who have not been offered a place at the school are offered the opportunity for their name to be placed on the waiting list, which will be maintained using the same admissions criteria listed above. It should be noted that, no matter how long a student's name has been on the waiting list, his/her position may change if the school adds an application to the list which has a higher priority according to the oversubscription criteria. Placing a student's name on the waiting list does not guarantee that a place will become available and does not prevent parents from exercising their right to appeal against the decision not to offer a place.

APPEALS

If you are unsuccessful in gaining a place at Richard Challoner School, you can appeal against the decision of the governors to an Independent Appeals Panel, which the governors have established under the terms of the relevant Education Act.

The school's admission arrangements were determined on 24th January 2024 and will be reviewed annually by the Governing Body during the Autumn Term.

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