



# Admission Policy Sixth Form 2019

Statutory Policy

Created by: Mr Trohear

Date presented to governors: September 2017

Review Date: Summer Term 2018

For public viewing



## **CONTENTS**

<b>1. RATIONALE</b> .....	<b>3</b>
<b>2. OVER-SUBSCRIPTION</b> .....	<b>3</b>
NOTES .....	4
<b>3. TIE BREAK</b> .....	<b>4</b>
ADDRESS.....	4
<b>4. APPEALS</b> .....	<b>4</b>
WAITING LIST.....	4
ADMISSION OF STUDENTS OUTSIDE THEIR NORMAL AGE GROUP.....	5
<b>5. MAKING THE DECISION</b> .....	<b>5</b>

## 1. Rationale

The Governors welcome applications from all students from the local area who are aged 16 or 17 on 1<sup>st</sup> of September in their year of entry to the sixth form. Admission to the Sixth Form is for those students who wish to study within the ethos of a Church Academy and who fulfil the academic criteria specified for the courses for which they apply. Completed application forms must be returned to the Academy by 16<sup>th</sup> January 2019. Application forms will be available at the Sixth Form Open Evening or from the Academy's website. The Sixth Form at Saint Wilfrid's provides for up to 200 students in each of Years 12 and 13.

### Admissions to Year 12

The admission number, for students admitted to the Academy for the first time in Year 12 is 60, this being an estimate of the minimum number of external candidates likely to be admitted. Admission is open to students from Year 11 at Saint Wilfrid's and other schools. Both students from Saint Wilfrid's and other schools are required to apply for a place in Year 12. The entry criteria will be used for applicants from all schools.

The offer of a place in the Sixth Form is dependent on the appropriate academic attainment to meet the entry requirements for each student's preferred subjects. The minimum requirement for admission to the Sixth Form in order to study A Levels are 2 GCSEs at grade 5\* or above and 3 GCSEs at grade 4 and above, including a grade 4 in English Language or Maths.

In order to undertake vocational qualifications students require 5 GCSEs at grade 4 or above, including a grade 4 in English Language or Maths.

Should students not obtain a grade 4 in either GCSE English Language or Maths, they will have to resit that GCSE. We are unable to offer places to students who do not achieve a grade 4 or higher in both Maths and English Language.

Additional entry requirements for individual courses are set out in the Sixth Form prospectus which is obtainable on request to the Academy.

\*For GCSEs awards based on A\*-G grades, B will be considered equal to a 5, C will be considered equal to a 4.

Offers of places may be made after interview and confirmed in writing by March 31<sup>st</sup> in the year of application, on the condition that the student achieves the entry criteria. Should an offer be made and a student gains the entry criteria for the Sixth Form, but not the criteria for their chosen course, alternative courses may be offered, subject to the student achieving the subject entry criteria and places being available. These alternative offers would be made on GCSE results day. Places offered to students, can only be reserved up until 2 p.m. on GCSE results day 2019. If you have any concerns regarding this, please contact the sixth form.

## 2. Over-subscription

**In the event of over-subscription**, the following criteria will be applied in order. First priority within each criteria will be given to brothers and sisters (see note b) of pupils who are on the Academy roll, both at the closing date for applications (16<sup>th</sup> January 2019) and the date of admission (1<sup>st</sup> September 2019).

1. Students in **public care or previously looked after students** (see note a).
2. Students who have studied throughout Key Stage 4 at St Wilfrid's.
3. Other students for whom there are vacancies on the course chosen.

## Notes

- a. 'Looked after' students/students in Public care refers to children who are in the care of a local authority or being provided with accommodation by a local authority in their exercise of their social services functions at the time when preferences are expressed. Previously looked after students are children who immediately after being 'looked after' became subject to an adoption order, residence order/child arrangement order or special guardianship order.
- b. *brothers and sisters means full, step, half, foster and adopted brothers and sisters and the child/ren of the parent/carer's partner living with the same family at the same address and full brothers and sisters living apart.*

## 3. Tie break

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s). The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

## Address

The address given must be where the student and parent / carer live permanently. It should not be the child minder's, grandparent's or other relative's address. If parents share custody of a student, then we may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the student is resident for the majority of the time during the weekdays.

## 4. Appeals

Where the governors are unable to offer a place because the Sixth Form is over-subscribed, parents or students have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents/students should notify the clerk to the governors at the school by 31st August 2019.** Parents/students will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

## Waiting list

Details of students who are refused admission at St Wilfrid's Sixth Form will be kept on the waiting list, which will be maintained, by the Sixth Form, in accordance with the oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list

### **Admission of students outside their normal age group**

Parents/carer(s)/student's may seek a place for the student outside of their normal age group, for example, if a student is gifted and talented or has experienced problems such as ill health.

Parents/carers/students who wish to seek admission to St Wilfrid's Sixth Form College outside the student's normal age group (whether they are currently placed in a lower year group than their chronological age or are already of college age), must submit a written request to the Governing Body for the student to be admitted out of the normal age group.

The Governing Body will make a decision on the request before the provisional offer date if at all possible.

If the request is agreed, the application will be processed as normal.

If the request for admission outside the normal age group is refused, the parent/carer/student must decide whether they wish to pursue an appeal or accept any other offer of a place from another admission authority or, in the case of a student who was seeking admission to a higher year group, the parent/carer/student may make a further application the following year for admission into St Wilfrid's Sixth Form with their chronological cohort.

### **5. Making the decision**

Parent(s)/carer(s)/students seeking admission of the student outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) and student to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s)/student's views; information about the student's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the student would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the student has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s)/student. The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the student concerned.

The Governing Body will then inform the parent/carer/student of their decision on the year group the student should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s)/student have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit the student outside their normal age group.