

CHENDERIT SCHOOL SIXTH FORM (Y12/13) ADMISSIONS POLICY 2017

REVIEWED BY GOVERNORS: September 2015

ADOPTED BY GOVERNING BODY: XXXX 2015

REVIEW DATE: JUNE 2016

This policy was written in order to be compliant with the current DfE Admissions Code of Practice.

As well as Year 11 students from Chenderit School (referred to as internal applicants), the school admits students who are studying for GCSEs at other schools (referred to as external applicants). The Admissions Number for all students is 154 including 60 external applicants. If spaces remain on some courses, the number of external students being offered places can be exceeded.

All applicants must complete an application form and meet the same academic admissions criteria in order to be admitted to the sixth form.

All students seeking a place must adhere to the timelines set out in Appendix A.

Academic admissions criteria:

1. GCSE performance

Each course and subject in the sixth form has specific entry requirements. This ensures that students are matched to courses on which they are most likely to achieve success. The entry requirements are to be found in the subject and course specific information contained in the sixth form admissions pack and on the school website. Access to an A. Level course requires 5 GCSEs grades A* - C including English and Maths. Some subjects require B grades if chosen for further study at Advanced level or, in the case of subjects not previously studied, in a related discipline.

Our policy is to design a programme of study including qualification hours and non-qualification hours that will meet the needs of each student in order to ensure that students accepted into the sixth form are likely to succeed. If an applicant does not meet the criteria the school reserves the right to use its discretion, based on the

school's knowledge of that applicant, to not offer a place to that applicant. Note that programmes of study will include timetabled activities to help students acquire the skills they need to live more independently and be integrated within their community, these will include tutor time, directed study time, volunteering and work experience opportunities.

- Programmes of study including four AS subjects require 320 GCSE points in their highest 8 GCSEs including English and Maths (this equates to an average of 8Cs or an average of 40 points).
- Programmes of study including three AS subjects and work experience or NVQ require 5 GCSEs grades A* - C including English and Maths.
- Programmes of study for students who have achieved 5 GCSEs grades A* - C not including English and Maths will be required to resit GCSE Maths and / or English in addition to following AS courses and / or work experience, vocational or NVQ courses.
- Any applicants who have not achieved a grade C at GCSE in English Language and Mathematics, will be required to follow a re-sit course in Year 12. Re-sit classes for Mathematics and English are available and attendance is compulsory.

Students progressing to Y13 from Y12 will be required to have achieved a pass grade in at least three subjects at AS level or AS level equivalent, plus in some circumstances any other individual criteria given to a student and parents / carers prior to results day.

For admission into Y13 for external students, a minimum of 3 grade Es or above at AS level or equivalent are required. An application form should be completed and following the receipt of the completed application form, eligibility of transfer of subjects between exam boards will be checked, references will be sent for and a guidance meeting held. Arrangements will need to be made to ensure the certification of AS subjects taken to enable transfer of qualifications.

Places offered are subject to course availability and we reserve the right to withdraw courses at short notice if they fail to recruit sufficient numbers.

2. An appropriate programme of study is on offer

We cannot offer all subject combinations. By "appropriate programme of study" we mean that we are both able to offer the combination of subjects the student wishes to study and the student is, in our judgement, capable of achieving success in the subjects at this level.

Internal and External applicants who are offered a place at the school for the next September will be invited to a guidance meeting where their preferred programme of study will be discussed. It is imperative that students choose a programme of study on which they will find success, and which lead to their chosen career, training or university course.

The place in the sixth form will be confirmed in writing as a conditional offer, specifying the agreed programme of study. Alterations to a programme of study may later be

possible, but cannot be guaranteed. The conditions set out in the academic admissions criteria must be met.

The procedures for Internal and External applicants are as follows:-

A) Internal Applicants

Every student in Year 11 at Chenderit School who wishes to apply is entitled to a place in the sixth form, provided they meet the academic admissions criteria. They must complete a Sixth Form Application Form.

This will determine the number of spaces available on each course for external applicants. This information will remain confidential until after the application process is completed in order to maintain the integrity of the process.

B) External Applicants

All External applicants meeting the above academic criteria and completing a Sixth Form Application Form will be offered a place, except that if the number applying is more than the Admissions Number, the following over-subscription criteria will be used to determine to whom places are offered.

Students with a statement of special educational needs will be offered a place, where the school – after consultation with the Local Authority – has been named on the statement as the appropriate post-16 provision. He/she will still need to meet the academic admissions criteria.

Over-subscription Criteria: (for external students only)

Following the allocation of places to students who have a statement of special educational needs (or EHC plan) which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

- i. Children in public care (looked after children)
- ii. Students who live in the linked area associated with the school: -Appletree, Aston-le-Walls, Chacombe, Chipping Warden, Culworth, Edgcote, Farthinghoe, Greatworth, Kings Sutton, Lower Boddington, Marston St Lawrence, Middleton Cheney, Moreton Pinkney, Overthorpe, Plumpton, Stuchbury, Sulgrave, Thenford, Thorpe Mandeville, Upper Boddington, Warkworth, Weedon Lois, Weston and Wappenham.
- iii. Students who will have an older brother or sister continuing at Chenderit School at the time of admission of the younger child.
- iv. Children of staff who have been directly employed by Chenderit School for a period of not less than 2 calendar years at the time of the child's admission and continuing to be in direct employment at the time of the child's admission.

v. Other pupils.

Further details of the process are to be found in Appendix B attached to this policy.

At least sixty external candidates will be offered a place at the school. The place will be subject to the desired combination of subjects being appropriate. If a student offered a place chooses to withdraw at any stage in the process, the place will be offered to another student. If a student subsequently wishes to change a subject to be studied, this will only be possible if a space is available in that subject.

Note: Applicants not offered a place are sent details of the Appeals procedure and can ask to be placed on the school's Waiting List. Appeals are administered by Northants County Council Admissions team, alongside an independent panel and are usually conducted in Northampton. The outcome of the appeal is notified to the applicant and school in writing once the final decision is made. The school's waiting list ceases at the end of the first term in Year 12, and applicants need to reapply for addition to the list.

Application Procedure for External Applicants

An external applicant wishing to apply for a place at the school must complete a Sixth Form Application Form. The form asks for predicted GCSE grades, but these grades are only to confirm suitability for A. level study, and not to rank candidates. They take no part in determining to whom places will be offered.

The system will be explained to students and their parents at a session during the Open Evening for prospective students. This will clarify both completion of the form itself, and the way the applications are dealt with in order to determine to whom places will be offered.

ALL DATES MUST BE STRICTLY ADHERED TO – LATE APPLICATIONS MAY BE CONSIDERED, AND STUDENTS WILL BE PLACED ON THE SCHOOL WAITING LIST AND DEALT WITH IN ORDER OF DATE APPLICATION.

For further information about admissions to the school, please contact Mr Jonathan Briggs, the Head of Sixth Form – 01295 711567.

Appendix A – Timelines for Admissions 2017

All Applicants:

Wed 31st Jan 2016 Open Evening

Internal Applicants:

Fri 13th Jan 2017 Deadline for submission of application form

Up to 3rd Feb 2017 Course Guidance meetings take place to finalise subject choice

24th Feb 2017 Letters sent confirming conditional place and agreed course

External Applicants:

Fri 10th Feb 2017 Deadline for submission of application form

27th Feb – 2nd Mar 2017 Course Guidance Meetings to finalise subject choice

By 22nd Mar 2017 Letter posted confirming conditional place and agreed course

All Applications:

Fri 20th April 2017 Final deadline for Y12 Applications