

## Sixth Form Admissions Policy

<b>Approved by:</b>	William Howard School LAB
<b>Date:</b>	January 2018
<b>Proposed review date:</b>	The admissions arrangements are determined annually and consultation takes place at least every seven years.
<b>Owner:</b>	Assistant Headteacher Post-16

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date.

<b>Version Number</b>	<b>Version Description</b>	<b>Date of Revision</b>
1	Sixth Form Admissions Policy 2009	January 2015
2	Sixth Form Admissions Policy	January 2018
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## General Principles

There will be no limit to the number of places available to students entering the Sixth Form from William Howard School Year 11. The admission number for external students entering William Howard Sixth Form is usually between 10 and 20 each year. Our oversubscription criteria can be applied to any applications over this number.

It is incumbent upon the school (by law) to provide independent advice and guidance (IAG) at all stages of the admissions process such that the best pathway to long term sustainable and successful career pathways can be forged for the young people in our locale. Our aim is to ensure that this can be achieved by providing good information and guidance about what William Howard can offer as well as working with partners to explore alternatives to school to the betterment of the prospects of the student as an individual.

## Entry Criteria

The following entry criteria for admission to the Sixth Form shall be the same for students on roll in Year 11 at William Howard School and external applicants:

- Students will make an application for a place in the Sixth Form by way of a selection of 3 or more usually 4 level 3 subject choices.
- A student will have achieved 5 grades at GCSE or equivalent at 4 or above unless there are exceptional circumstances about which the Head Teacher reserves the right to make a final decision.
- Students should have achieved the minimum entry requirements for each subject to be studied (see course details for information);
- An appropriate course of study must be available for the student;
- An individual student must be prepared to follow a course of study recommended by the school.

## Oversubscription

In the event of oversubscription, applications from within the catchment area (a map is available on request) will be considered first and determined using the following criteria:

- 1a. Children in Public Care will be admitted as top priority in accordance with Regulations of 2005. Children with Statements of Special Educational Needs or Disability (SEND) or Education Health Care (EHC) plan naming the school will also be admitted.
- 1b. where the child lives in the School's catchment area, as defined by a map to be published annually with the School's admissions procedures and have a brother or sister (sibling) attending the school at the time of application with a reasonable expectation they will be attending at the time of the new academic year;
2. where a child lives in the School catchment area;
3. where a child lives outside the catchment area and has a brother or sister in school giving priority to those children with the youngest siblings;
4. children from outside the catchment area.

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to William Howard School using the shortest walking distance by road from the main entrance of William Howard School on Longtown Road to the main door of the residence, with those living nearest being given priority. (This is determined by using 'Data Map', a GIS system used by the Local Authority). Apartments/flats will be treated equally with the measurement taken to the main entrance of the block. If after applying the distance tie-breaker there are more applications than places available from the apartment/flat block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block.

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Children who are adopted
- We do not include "cousins" within our definition of sibling

### **Timetable for Admission**

January	Information Evening
January/ February	Advice & Guidance meetings with sixth form team
March-May	Letter confirming subject choices subject to entrance requirements being met
July	Start Up Days
August	GCSE results are published
August (post results)	Clearing Day
August (post clearing day)	Admission confirmed or refused
September	Independent Appeals

### **Appeals**

Any student refused the offer of a place in the Sixth Form has the right of appeal to an independent appeals panel.