

## **ADMISSIONS POLICY FOR TRANSFER FROM YEAR 11 AND YEAR 12 ENTRY FOR THE ACADEMIC YEAR 2019/20**

### **Introductory Statement**

The Associated Sixth Form operates an admissions policy which reflects its educational character, as expressed in its mission and values.

The Associated Sixth Form welcomes applications from students of all backgrounds and supports those with learning difficulties and disabilities to access the curriculum. The Sixth Form aims to ensure that recruitment of students is undertaken in a fair and non-discriminatory manner.

### **Transfer from Year 11**

Existing Year 11 students at St Aidan's Church of England High School or St John Fisher Catholic High School wishing to enter into St Aidan's and St John Fisher Associated Sixth Form will be able to do so providing they meet the minimum entry qualifications as detailed in the 2019/20 Sixth Form Prospectus and their conduct and attendance have been in line with the schools' expectations.

### **Year 12 entry**

Students attending other schools in Year 11 are able to apply for places in Year 12 at the Associated Sixth Form. All applicants wishing to join St Aidan's or St John Fisher for the first time in Year 12 are subject to the same entry qualifications as those set out for existing students; they will also need to prove that they are suitable for Level 3 study through higher levels of attendance, a mature approach to learning and a record of good conduct at their previous school.

The Governing Bodies of St Aidan's and St John Fisher Associated Sixth Form will, under section 324 of the Education Act 1996, admit to the Associated Sixth Form a young person with an Education, Health and Care Plan that names St Aidan's Church of England High School or St John Fisher Catholic High School. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final Education, Health and Care Plan (EHCP) has been issued and which has taken account of the Year 12 entry requirements.

If, following the admission of young people where either St Aidan's Church of England High School or St John Fisher Catholic High School is named in the Education, Health and Care Plan (EHCP), the number of applications to join the school for the first time exceeds the published admission number of 750 and further places cannot be provided, then the following oversubscription criteria will apply:

<b>ORDER OF PRIORITY:</b>	<b>Notes:</b>
<b>Priority Group 1:</b> Young people in Public Care for whom an application has been submitted.	<i>This applies to all looked-after young people, including those who are in the care of another local authority.</i>
<b>Priority Group 2 :</b> Young people who have a sibling on St Aidan's Church of England High School or St John Fisher Catholic High School roll in September 2019.	<i>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</i>
<b>Priority Group 3 :</b> All other young people.	

*Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.*

*Tie break:*

*If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to St Aidan's and St John Fisher Associated Sixth Form.*

*Distance measurements are based on the nearest walked route from the applicant's home address to St Aidan's and St John Fisher Associated Sixth Form. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest St Aidan's and St John Fisher Associated Sixth Form entrance using an electronic mapping system.*

#### **Additional Notes:**

- Students in Year 11 at either St Aidan's Church of England High School or St John Fisher Catholic High School will only be admitted to the Associated Sixth Form if in the judgment of the Senior Leadership Team, a suitable course is available that is appropriate to their needs.
- Students are only able to enter the Associated Sixth Form if they meet the requirements of their chosen course and satisfy the programme hours of a full time student (a minimum of 540 planned hours per year)
- Entrance into the Sixth Form is subject to the regulations regarding residency status and eligibility for study in UK schools Sixth Form courses that apply at the time.

#### **Applications for students not currently in Year 11**

We do not accept applications from students wishing to restart Year 12. Students wishing to join the Associated Sixth Form from another post 16 educational institution during the two year programme will only be considered in exceptional circumstances.

## **Age Limits**

Students can only begin courses if they are under 19 years of age on the first day of the term for the ensuing academic year. This means that students may start Year 12, 13 or 14, but may not continue the course or start a subsequent year if they are 19 years of age at the start of the next academic year.

## **Entry Criteria for Sixth Form Courses**

St Aidan's and St John Fisher Associated Sixth Form offers a broad range of courses to suit students of different abilities and aspirations. To ensure each student has the best opportunity to succeed in their chosen curriculum we have subject specific entry criteria as detailed in the Sixth Form Prospectus and ranges from four Grade 4s, or equivalent, upwards. Students will also be expected to retake Mathematics and English GCSEs in Year 12 if they have not achieved the threshold measure.

### **Entry into Year 13**

The majority of our students enrol into Year 13. Where a student's attendance or conduct has, however, not been in line with expectations, the Associated Sixth Form will notify the student and parent or carer, that his or her place in Year 13 is in doubt. Similarly, where a student's performance in the Year 12 assessments suggests that he or she is not able to cope with the demands of the course, the student and parent or carer will be notified that Year 13 study may not be appropriate for him or her. In all such cases, the Associated Sixth Form will discuss this issue with the student and parents or carer and explore alternative options, but we reserve the right to not enrol students into Year 13.

### **Exceptional Circumstances**

The Associated Sixth Form only offers a third year of study to students in exceptional circumstances. This is defined as a situation where a student's health or personal circumstances have affected his or her ability to complete the courses in two years, in which case a third year may be negotiated. Any student wishing to enquire about a Year 14 option should be aware that it is not possible for students to simply retake all previous courses: this often proves demotivating to students and does not meet funding regulations. Where students do not meet these criteria but wish to continue their studies, the pastoral team within the Associated Sixth Form will support them in accessing alternative provision.

## The Application Process for St Aidan's and St John Fisher Associated Sixth Form

<b>October</b>	St Aidan's Church of England High School Open Day and St John Fisher Catholic High School Open Day Publication of Associated Sixth Form Prospectus and Application Form
<b>January – April</b>	Newcomer Interviews
<b>January - April</b>	Letter of conditional offer made*
<b>February</b>	Half Term Holiday
<b>February</b>	Associated Sixth Form Presentations to Year 11 students and Information Evening
<b>February</b>	Internal Year 11 students make subject choices
<b>March</b>	Deadline for applications
<b>March</b>	Meetings for Year 11 students to discuss Sixth Form choices as required
<b>April</b>	Supplementary meetings for students with option queries
<b>May</b>	Year 11 Study Leave for GCSE Exams
<b>June</b>	Sixth Form Induction Day
<b>August</b>	GCSE Results Day
<b>August / September</b>	Year 12 Enrolment Day
<b>September</b>	Year 12 Induction

### **\*Conditional offers**

Students will be expected to accept or decline their conditional offer within 14 days of the offer being made. Conditional offers will be made firm following the issue of GCSE examination results.

The timetable will be constructed based upon the information we have received from students during the application process; if on enrolment a student wishes to change a course or has not met the entry requirements for their chosen course, an appropriate alternative may be offered if there is a place available.

The Associated Sixth Form reserves the right to withdraw a course if there are insufficient numbers of students. In these cases, applicants will be informed prior to enrolment and suitable alternatives investigated.