

ADMISSIONS GUIDANCE FOR TRANSFER FROM YEAR 11 AND YEAR 12 ENTRY FOR THE ACADEMIC YEAR 2022-2023

Introductory Statement

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 2022 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.

Copies of the Schools' Admissions Policy documents are available by contacting the relevant school office at admin@staidans.co.uk or office@sifchs.org.uk.

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 on 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 the place in Year 13 is in doubt. Similarly, where performance in the Year 12 assessments suggests the student 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. 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 health or personal circumstances have affected the student's 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

October	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
January	Associated Sixth Form Presentations to Year 11 students and Information Evening
January – April	Newcomer Interviews
January - April	Letter of conditional offer made*
February	Half Term Holiday
March	Deadline for applications
March	Meetings for Year 11 students to discuss Sixth Form choices as required
April	Supplementary meetings for students with option queries
May	Year 11 Study Leave for GCSE Exams
June	Sixth Form Induction Day
August	GCSE Results Day
August / September	Year 12 Enrolment Day
September	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.