

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

POLICY DOCUMENT

Policy Title	Sixth Form Admissions
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DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	
TO BE PUBLISHED ON WEBSITE	Yes / No	

POLICY OWNERSHIP	
Governor Committee:	Quality of Education - ASL
Department responsible:	Pastoral
Post-holder: <i>(Title and Name)</i>	Assistant Headteacher (Sixth Form) Mr L Bolton
LINKED PROCEDURES REF:	
Responsible Person - Procedures	

POLICY IMPLEMENTATION DATE:	July 2023
PLANNED REVIEW INTERVAL:	1 Year
PLANNED NEXT REVIEW DATE:	February 2027

Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to policy@stratfordschool.co.uk.

i. POLICY OUTLINE

An outline of the criteria and processes which underpin admission to the Sixth Form in Year 12.

ii. PURPOSE

To illustrate how and under what circumstances prospective students gain access to the Sixth Form.

iii. IMPLICATIONS OF POLICY

Affirms School compliance with the requirements of Statutory curriculum provision for Academies in England and Wales

iv. EQUALITY ANALYSIS

Every policy will be subject of an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.

v. CONSULTATION

Consultation will be with all staff holding significant financial responsibilities, prior to presentation for approval by the Governing Body (Quality of Education Committee).

vi. PROCEDURE

Procedure is the method by which the strategic intent of the policy is realised and is thus an ‘instruction manual’ on how the policy outcome is to be achieved.

The procedure which supports this policy is included within this document.

As the procedure is part of the policy document it must go through consultation with the Governing Body prior to any changes.

vii. RELATED POLICIES AND PROCEDURES

None

viii. DOCUMENT HISTORY

The policy will be subject to regular review once ratified by the Governing Body.

The history of the policy will be recorded using the chart following:

Date	Author /Reviewer	Amendment(s)	Approval/ adoption date
<i>July 2023</i>	<i>LBo</i>		<i>July 2023</i>
<i>Feb 2026</i>	<i>LBo</i>		<i>Feb 2026</i>

Introduction

At Stratford upon Avon Sixth Form, we offer a wide range of challenging 'Level 3' qualifications, whilst ensuring that students do not invest themselves in courses in which they are unlikely to be successful. This is why we have entry criteria for our Sixth Form and for individual subjects.

The maximum number of students in the Sixth Form is 300. Places are allocated to Stratford upon Avon School students first, and then to applicants from other schools (external applicants).

The Planned Admission Number (PAN) for external applicants is 0. We reserve the right to admit more external applicants if there is capacity in a prospective external applicant's chosen subjects. We normally admit c. 30 external applicants in Year 12.

Entry Criteria

Entrance to Stratford upon Avon Sixth Form is based on academic achievement as demonstrated through a student's GCSE grades.

- I. All students wishing to enrol must have achieved:
 - i. At least a GCSE Grade 4 in both English Language and Mathematics.
 - ii. At least 5 GCSE Grades 4 – 9 (including English Language and Mathematics).
 - iii. Any additional entry criteria stipulated for individual subjects the student has applied to study. These are available on our web site.
- II. Confirmed places in Year 12 can only be provided to students after they have obtained their GCSE results and after they have completed Sixth Form enrolment (including satisfactory completion of the 'Enrolment Task/s').

We do not deviate from our entry requirements, no matter how close a student may be to obtaining the required grade/s.

Oversubscription

Since the PAN for external applicants is 0, it will always be the case that the oversubscription criteria are applied for external applicants.

Places will be allocated to external applicants who applied by the applications deadline and who meet our general and subject-specific entry criteria in the following order:

- I. Those who are Looked After or previously Looked After Children
- II. Those with the highest average GCSE grade across their best 8 GCSE subjects.
- III. Those who submitted their application after the deadline date and who meet our entry criteria.

Places on specific courses

When the number of successful applicants wishing to study a particular subject exceeds the number of places available in that subject, places will be allocated in those subjects to students in the following order:

- I. Students who applied to our Sixth Form by the deadline date and have not requested a change of subject since then.
- II. Students who applied to our Sixth Form by the deadline date and have requested a change of subject *before* Enrolment Day.
- III. Students who applied to our Sixth Form *after* the deadline date *but before* Enrolment Day and have not requested a change of subject since then.
- IV. Students who applied to our Sixth Form *after* the deadline date *but before* Enrolment Day and have requested a change of subject *before* Enrolment Day.

- V. Students who apply to our Sixth Form on or after Enrolment Day.

We do not deviate from our entry requirements, no matter how close a student may be to obtaining the required grade/s.

Applications and Admissions Process

- I. We will publish details about our Sixth Form, and the available courses, on our web site.
 - i. There is no guarantee that a subject that has been advertised will run. If a subject is unable to run, we will engage with students with the aim of identifying a suitable alternative.
 - ii. There is no guarantee that any student admitted will be able to study the subjects of their choice as this will depend on capacity within individual groups.
- II. A Sixth Form Open Evening will be held, usually in November of the year before entry.
- III. All prospective Sixth Form students must complete an application form. The form will be accessed via our web site.
 - i. The application form must be submitted by the deadline stated on our web site.
 - ii. Those students applying from other schools must submit their most recent school report (containing predicted grades, and behaviour and attendance data) with their application. This is completed online.
- IV. Those students who, according to the predicted GCSE grades provided by their school, appear most likely to meet our entry criteria will be invited to a Taster Day.
 - i. Please note that an invitation to our Taster Day is not an offer of a place in Year 12, since places can only be offered after GCSE results have been issued.
 - ii. Likewise, those not invited to the Taster Day may still be offered a place in Year 12 if the GCSE results they achieve ultimately meet our entry criteria.
- V. Applicants will be provided with details of the Enrolment Task/s. The Enrolment Task/s must be completed to a satisfactory standard, as judged by the Head of Sixth Form, before a student can join us for their first day of Year 12.
- VI. On GCSE Results Day / Sixth Form Enrolment Day, students who meet our entry criteria (both our general entry criteria and the specific entry criteria for their chosen subjects) must 'enrol' to secure their place.
 - i. Enrolment is completed through an online form emailed by us the day before Enrolment Day.
 - ii. Students may, in light of their GCSE results, request a change of subject/s.
 - i. Note the restrictions on "places on specific courses" above.
- VII. Only after online enrolment has been completed can an offer of a place in our Sixth Form be confirmed by us.
- VIII. Only after a student has completed their Enrolment Task/s to a satisfactory standard, as judged by the Head of Sixth Form, and provided satisfactory proof of their GCSE results and identity if joining from another school, can a student join us for their first day of Year 12.

Appeals

An applicant and/or their parent/carer who is refused a place can appeal the decision by contacting sixthform@stratfordschool.co.uk. Applicants are advised that Stratford upon Avon School, not Warwickshire Council, is the admissions authority for the Sixth Form.