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Policy Title	Sixth Form Admissions
Policy Reference	SUAS.QE.104.6ADM01

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	Yes
TO BE PUBLISHED ON WEBSITE	Yes / No	Yes

POLICY OWNERSHIP	
Governor Committee:	Quality of Education Committee
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:	September 2023
PLANNED REVIEW INTERVAL:	1 Years
PLANNED NEXT REVIEW DATE:	July 2024

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

- **Sixth Form Behaviour Policy**
- **Learning Support Policy**

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
July 2023	LBo		July 2023

Introduction

At Stratford upon Avon Sixth Form, we offer a wide range of challenging 'Level 3' qualifications. We strive to provide students with the structures and support which will equip them to enjoy success. We aim to fulfil our comprehensive ethos, whilst ensuring that students do not invest themselves in courses where they are unlikely to be successful. This is why we have entry criteria for our Sixth Form and for individual subjects without them being prohibitively high.

Our Planned Admissions Number for Year 12 is 140.

We aim to provide a place in our Sixth Form to every Year 11 Stratford upon Avon School student who applies by the deadline, and who meets our entry criteria, and where individual class size limits allow. We also welcome applicants from other schools who wish to join our supportive and successful Sixth Form and will allocate places, where available, subject to the same criteria.

We are grateful to all who apply, and thankful that we recruit a diverse, talented, and determined group of young people to join us each year.

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').

Oversubscription

Places in our Sixth Form, and on the individual courses we offer, will be allocated to students who meet the general entry criteria, and the relevant subject-specific criteria, in the order in which original applications were received.

Oversubscription can occur in either or both of the following scenarios:

1. Our Planned Admissions Number has been reached.
2. Our class size limit in an individual subject has been reached.

When oversubscription for our Sixth Form occurs, places will be allocated to students who meet our entry criteria in the following order:

- I. Stratford upon Avon School students who are Looked After Children who meet our entry criteria, in accordance with section 22(1) of the Children Act 1989 or previously Looked After Children who are now subject to a residence order, special guardianship order or adoption order.
- II. Stratford upon Avon School students who qualify for Pupil Premium who meet our entry criteria.
- III. All other Stratford upon Avon School students who meet our entry criteria.
- IV. External applicants who meet our entry criteria will be issued a place at our Sixth Form, and on individual courses, according to their average GCSE points score across their best eight subjects. Places will be allocated starting with the student with the highest average GCSE points score.
- V. Any applicants who submitted their application after the deadline date and who meet our entry criteria.

When oversubscription in individual subjects occurs, places will be allocated in those subjects to students who meet the general and subject-specific entry criteria 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* 12:00 on 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* 12:00 on Enrolment Day.
- V. Any student who applies to our Sixth Form on or after Enrolment Day.

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. A Sixth Form Open Evening will be held in November of the year before entry (i.e. in November 2023 for students applying to start Year 12 in September 2024).
- 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 who attend Taster Day 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 available on our web site.
 - ii. Students may, in light of their GCSE results, request a change of subject/s.
 - i. These will be processed on a case-by-case basis and only after those who have met the criteria for their first-choice subjects have been enrolled.
- 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

All applicants refused places will be notified that they have a right of appeal through an independent appeal panel. For applicants not qualifying for places, the appeal will take account of the compatibility of the applicant's position in the process. If there are insufficient applicants meeting the entry requirements, the School does not have to fill all the places. Therefore, the case for prejudice to the efficient education or the efficient use of resources will only be considered once Year 12 has reached the Published Admission Number.