



# Beauchamp College Sixth Form

## Admissions Policy

Review period

**Annual**

Next review due

**February 2019**

This policy was written in order to be compliant with the current DfE School Admissions Code.

As well as our own Year 11 students (referred to as Internals), the school admits students who are studying for GCSEs at other schools (referred to as Externals). The Published Admissions Number for external applicants is **200**. If spaces remain on some courses, this number can be exceeded.

Internal and External students must meet the **same** academic admissions criteria in order to be admitted to the Sixth Form.

### **Admission for first entry to Beauchamp College in Year 12 in September 2019**

- 1) The Beauchamp College Sixth Form is a coeducational, comprehensive sixth form.
- 2) All applications for places will be considered in accordance with the arrangements set out below.

### **Entry criteria**

#### **Level 3**

Students wishing to study Level 3 at the Sixth Form are required to achieve the equivalent of at least a 5 in their six best GCSE grades in their examinations **including** at least a grade 5 in either English Language or Literature. It is assumed that the majority of students will study for three A-levels and an enrichment subject. If a student wishes to study 4 rather than 3 A Levels, GCSE grade 7 is required in all of the relevant GCSEs listed in the entry criteria for each of the courses chosen (Further Maths requires a grade 8).

Some individual subjects have additional specific entry requirements which are published on our website.

### **Appropriate Courses**

Students who are offered a place at the school for the next September will be invited to a Course Guidance Meeting where their preferred choice of subjects will be discussed. It is imperative that students choose courses on which they will find success, and which lead to their chosen career, training or university course.

A place in the Sixth Form will be confirmed as a conditional offer, specifying the agreed subjects to be studied following the Course Guidance Meeting. Changes of subject may later be possible, but cannot be guaranteed. The conditions set out in the academic admissions criteria must be met.

### **Applications**

- 1) Applications will be made via UCAS progress and the Sixth Form will consider all applications.
- 2) The closing date for application forms is the 31st January 2019.
- 3) The Sixth Form aims to allocate each successful applicant a Course Guidance Meeting within 12 weeks of this deadline. After that meeting and course choices have been confirmed a final offer letter will be sent by May 20<sup>th</sup>. Unsuccessful candidates will be confirmed by May 20<sup>th</sup> and offered the opportunity to remain on our waiting list.

## **Late applications**

Applications received after the closing date (31/1/19) will be considered in date order if spaces remain on their chosen course.

## **Appeals**

- 1) Any applicant refused a place will be offered a right of appeal to a committee of the Lionheart Academies Trust operating the Sixth Form.
- 2) The determination of the appeal panel is binding on all parties.
- 3) Full details of the procedure will be sent to parents with the decision letter.

## **Admission of Children Outside of the Chronological Age-Range**

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent/carer wishes to request that their child is taught out of year group they should submit their request to Beauchamp College along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications.

Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority.

Parents will be notified once a decision is reached along with the reasons for the decision.

## **Offers**

All external applicants meeting the minimum entry and subject specific academic requirements and completing a Sixth Form Application Form will be offered a place, **except** that if the number applying is more than the Published Admission Number. The Published Admission Number is 200 pupils.

Students with an Education, Health and Care Plan (EHCP) will be offered a place, where the school – after consultation with the Local Authority – has been named on the EHCP as the appropriate post-16 provision. He/she will still need to meet the minimum entry and subject specific academic requirements.

## **Oversubscription Criteria**

If there are more applicants than we have places available on any course who have met the academic criteria for entry, we will prioritise pupils based on the following:

1. Children applying who are in the care of the Local Authority and children who were previously in the care of the Local Authority but ceased to be so because they were adopted, or became subject to a child arrangements order, or special guardianship order immediately following having been 'looked after'.

2. a) All other external students will then be subject to an independent sequencing procedure to produce a random ordered list of applicants.
- b) A system of equitable course allocation will ensure that students are in turn allocated places from the list, in order, as long as places on their chosen courses remain. (For full description see Appendix A)

Disabled students will be given equal consideration of a place under the admission criteria where the school is deemed to be accessible. The definition of disability is that contained in the Equality Act 2010.

### **Waiting list**

The waiting list will only include those having met the minimum academic entry criteria and who wish to be placed on it. It will operate for those not offered a place by 1 September and for those applying for a place after this date. It will operate until 31 December.

It will be ordered in accordance with the oversubscription criteria above and if a place becomes available it will be offered to the student who is top of the waiting list. The list will be re-ranked in line with the oversubscription criteria, which will include a fresh random allocation of pupils, every time a new student is added to the list.

## Appendix A – Summary of the Oversubscription Procedure for External students

Beauchamp College historically has more applications from external students to join the Sixth Form than can be accommodated. The College therefore has to have a policy and procedure to admit students in a fair way, which complies with the requirements of the School Admissions Code.

The procedure is explained below and will be talked through at the Open Day.

1. All **internal** students who request a place and who meet the academic criteria of the Policy will be offered a conditional place. Students **MUST** choose **THREE** subjects (there will be an opportunity for students with exceptional academic ability to do a fourth subject if they so wish).
2. The College will decide the optimum size of classes in each subject and the number of classes that will run. **This will establish the number of available places remaining in each subject for external students.** This number will remain confidential during the admissions process in order to maintain the integrity of the process. The minimum number of external students admitted will be the Published Admissions Number of 200.
3. All external prospective students will be invited to the Open Day in October/November. The admissions process will be explained to students and parents. Students who choose to complete a Sixth Form Application Form through UCAS Progress **MUST** choose **THREE** subjects (there will be an opportunity for students with exceptional academic ability to do a fourth subject if they so wish), and will have their application dealt with as follows:
  - a) All external applicants will be placed in a random order using an independent sequencing procedure, after those under the over-subscription criterion one and two have been allocated priority places.
  - b) The students will be considered in order from the randomly sequenced list, starting with Student 1. Student 1: A check will take place that each of the subjects chosen has a space. A conditional place will be offered. We then move on to: Student 2: The checking process is repeated. Again a place is offered.
  - c) This process is repeated for each student in turn from the randomly ordered list, until a point is reached where, for example: Student 17: It is identified that there is no place available for one of the subject choices. No offer is made to that student.
  - d) The next student on the list is then considered: Student 18: Places still available in all subjects chosen. A conditional place is offered.
  - e) The process continues until no more students can have their choices matched. At this point, the school is full and the process is complete.
  - f) The process will be supervised by someone independent of the Beauchamp College.
4. The students to be offered a conditional place will then be invited to attend a Course Guidance Meeting, following which the conditional offer will be confirmed, based on the agreed

combination of subjects. Changes to subject choices may later be possible, but only if there are places available in a subject to which a change is requested. Where a student has a course changed then the relevant subject entry requirements will be for the courses that the student has changed to.

5. Once all conditional places have been confirmed following the completion of Course Guidance Meetings, the Waiting List will commence. From this day, only those applicants who have requested to go on the Waiting List will be used to allocate any places that become available. Places will become available if a student declines their offer or fails to meet the academic criteria set out above, following the publication of GCSE results. The process described above will be re-run and places allocated as per the oversubscription criteria.
6. All unsuccessful applicants will be informed by letter and will be told of their right of appeal to an Independent Appeals Panel, details for which will be given in the letter.