



'Inspired to learn, supported to succeed'

Admissions Policy 2018 /19

Sixth Form

**POLICY DETAILS**

Policy name	Sixth Form Admission Policy 2018/19
Status	Final
Strategic objective	To set out Sixth Form admissions arrangements for 2018/19
Policy owner	Headteacher/Director of Sixth Form
Authorised by	Governing Body
Authorisation date	February 2017
Review date	Annually to be decided
Statutory, regulatory and/or contractual considerations	Required by the school's contractual funding agreement with the Secretary of State for Education
Equality assessment	Positive

This policy covers: entry into the Sixth Form at Ringwood School from the beginning of Year 12 between the ages of 16 and 18; late applications; and in-year admissions into both year 12 and year 13 from 2018 onwards.



Section 1 - The Guiding Principles

The Ringwood Sixth Form is a 16 - 19 National Teaching Academy, offering level 3 (AS/A2/BTEC) courses.

The Sixth Form is open to all students who satisfy the criteria for admission as set out in the Sixth Form prospectus each year.

The guiding principles of the school admissions policy are to meet the needs of the local community, enabling children, as far as possible, to attend their local school and thereby minimising long and difficult journeys to school. The school seeks to promote high educational standards through curricular and pastoral continuity and to respect parental preference, subject to the availability of places. The school also seeks to enable siblings, as far as possible, to attend the same school. The governing body has a commitment to the principle of equality of opportunity and does not discriminate on irrelevant grounds.

Students who have not taken GCSE or other equivalent qualifications will need to demonstrate the capacity to study the course for which they have applied.

Section 2 - Order of Preference

In all categories students must meet the academic entry requirements for the course(s) requested.

The governors will consider first all those applications received by the published deadline. Late applications (those submitted after the published deadline) will be considered after all on time applications unless exceptional circumstances merit earlier consideration.

If a subject is oversubscribed or the number of applications exceeds the capacity of the Sixth Form the following criteria will be used:

Subject is oversubscribed

All applicants' first choice subjects i.e. those marked 1 on the January Application Form will be satisfied whenever possible. Where this is not possible applicants will be informed and second choice subjects will be offered.

Group sizes in some practical subjects will be limited for reasons of health and safety.

In the event of a subject subsequently being oversubscribed the Director of Sixth Form / Deputy Director of Sixth Form will consider all applications using the following criteria: Number of applications exceeds the capacity of the Sixth Form

The current admissions number is 380. This may change in future years depending on capacity of individual subjects and course combinations.

The overall capacity of the Sixth Form will also be determined by the capacity of individual courses.

In the event of the Sixth Form being over-subscribed the Director of Sixth Form and the Deputy Director of Sixth Form will consider applications using the following criteria:

- Applicants who indicated on their preliminary application form (November of the year prior to entry to the Sixth Form) that they wished to follow a particular course of study



- Applicants who applied by the January deadline
- Students who have special medical needs supported by written information from a registered health professional, which make it important that they attend the school
- Applicants who already have a place in Year 11 at Ringwood School
- Applicants who have a sibling in the school
- Applicants who live closest to the Sixth Form (based on the post code of the student's home address and that of the school to calculate the distance).

Section 3 - Entry Requirements – Annual Review

The entrance requirements for all courses to include AS/A2, BTEC and other courses are reviewed on an annual basis and are published in the Sixth Form Prospectus.

Students failing to meet entry requirements may still be admitted to courses if teachers consider that individual circumstances (such as illness) led to unexpectedly disappointing grades.

If there is insufficient student demand to make a particular course viable (for example because of minimum numbers required for practical work), the course may not run. Some courses may require students to attend after-school lessons, beginning at 3.20 p.m.

Entry in to Year 13

Entry for external applicants into Year 13 will depend on compatibility as determined by examination board requirements; the courses required; the availability of places within the groups; and the applicants' results from the AS examinations (modular and terminal) taken in Year 12. We do require evidence that the applicant, if offered a place, has the necessary entry requirement for the course.

Students who have completed Year 12 students at Ringwood School can only enter Year 13 if they have successfully completed Y12 examinations and fulfil the appropriate course requirements and so qualify to remain full time students.

Section 4 – Definitions

Sibling

By sibling we mean: students living at the same address who have one or both natural parents in common.

Parent

By parent we mean: parent, guardian, foster parent, adopted parent or carer.

Home address

Where a student lives part of a week with one parent and part of a week with another member of the family the home "address" will be considered to be the residence where the student spends at least three nights of the school week each week.

In-Year Admissions

The Sixth Form team, in consultation with governors as needed, will deal with all admissions to the Sixth Form during the academic year. Admissions will be restricted by group size for practical subjects. Entry to courses will depend on suitability for the course, previous examination success and compatibility as determined by examination board requirements.

Extraordinary Cases



Where a student has been unable to complete six GCSE qualifications (either due to medical reasons or due to the fact that their school does not enter students for GCSEs) it will be at the discretion of the school whether to offer a place. An interview will be required and where appropriate it will be necessary to show a portfolio of work.

Information from parents and students

If parents or students provide information in order to secure a place which subsequently proves to be false, the governors reserve the right to withdraw the offer of a place. A school report together with any other relevant documentation and proof of GCSE results (or equivalent) will be required from applicants who did not attend Ringwood School in Year 11.

Unsuccessful Applications

If an application to the school has been unsuccessful, the parents of students and /or the student themselves has the right to appeal to an independent admissions appeal panel. Parents who wish to exercise this right should do so in writing within 15 school days of receiving the letter indicating that a place has not been offered. The letter should be addressed to the Clerk of the Admissions Panel at the school. Parents will be asked if they would like to have their child's name placed on a waiting list so that a place can be offered if a vacancy arises.