



# Sixth Form Admissions Policy

## Introduction

The Jo Richardson Sixth Form is a comprehensive Sixth Form providing an exciting range of Level 3 courses including A levels, BTEC and CTEC courses.

Admission to the Sixth Form is managed by the school in accordance with the Department for Education (DfE) School Admissions Code and the law relating to admissions.

## Admission to the Sixth Form

Admission to the Sixth Form will be from:

- Pupils in Year 11 at The Jo Richardson Community School
- Pupils from outside of The Jo Richardson Community School

The agreed number of total students admitted in any one year due to constraints of space, roomings and timetables is 125. Since the spread of student numbers across all courses on offer is not always uniform, ie, some subjects attract a greater number of applicants than others and therefore reach capacity quicker, it is not always possible to meet students' preferred subject choices even when the applicant's predicted grades suggest they will meet the academic criteria for entrance.

Students on roll at The Jo Richardson Community School are required to apply for a place in the Sixth Form as are students from other schools. Late applications will not be accepted.

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the school and external applicants.

All applicants will have two meetings in Year 11 (one between January and March and the other on GCSE results day) during which they can discuss subject choices and suitability of courses.

The school will offer all Year 11 students at The Jo Richardson Community School Information, Advice and Guidance during the course of Year 11.

Conditional offers will be based on an applicant's predicted grades and admission will be based on actual grades attained. Admission will also be based on the attendance, punctuality and behaviour of the student and references from the school. The Sixth Form reserves the right to take into account any individual and exceptional circumstances that may impact upon the normal entry requirements being met. This will be done at the discretion of the Director of Sixth Form, who will make a decision in relation to whether a student can or cannot be offered a place at the Sixth Form.

Students will only be admitted into the Sixth Form at the start of the Autumn term in Year 12. Please note that the offer of a place is not a guarantee that you will be able to study a particular course.

## Minimum Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. The minimum entry requirements for The Jo Richardson Sixth Form are a minimum of grade 4 for English Language and maths and an attainment 8 score of 4.6 to study A levels and 3.6 to study vocational courses. Students must also meet the subject specific entry requirements. The subject specific entry requirements can be found on the Sixth Form pages of the school website.

## Oversubscription Criteria

Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be considered on an equal basis according to the following oversubscription criteria:

- Minimum entry requirements: All students must have achieved grades 9-4 in English Language and maths. To study A level, students must achieve an attainment 8 score of 4.6. To study BTEC/CTEC courses students must achieve an attainment 8 score of 3.6. Each subject might have specific grade entry requirements that are detailed on the school website.
- Availability requirements
- Places will be offered subject to and dependent on:
  - A. Sufficient demand for places in each of the subject areas the applicant has indicated they wish to study;
  - B. Availability of the combination of subjects selected by the applicant and Jo Richardson's ability to staff and resource the subjects selected;
  - C. Existing Jo Richardson Community School students have priority over external applicants. If the Sixth Form is oversubscribed with applicants, the following criteria will be used to determine which applicants are admitted:
    1. Young people who are Looked After Children (LAC), ie, children who are in the care of a local authority or being provided with accommodation by a local authority in their exercise of their social services functions as defined in Section 22(1) and previously looked after children who were adopted or subject to a residence order or special guardianship order immediately following having been looked after.
    2. Attendance to all induction events including induction day and the maths/science transition course. Priority will be given to students who attended induction events.
    3. Attendance, punctuality, behaviour record and reference from the school.
    4. Any other young people on the basis of distance from home to Jo Richardson Community School measured by the shortest walking route, from the postcode of their home address to the postcode of the school.

## **Notes:**

1. An offer of a place under Criterion 4 will be conditional on verification of address at application. Any address other than the young person's permanent home will not be used for processing the application. If you move after submitting your application, you must inform the school within two weeks of your move so that your application is considered using the correct address for school admissions purposes.
2. Places will be offered at Jo Richardson Sixth Form but the school cannot offer places for specific courses. It is possible that some courses may not run in any given academic year. It is also possible that some subjects will have to be capped at a specific class size to protect staffing, rooming and specialist facilities planning. Final capping will not be able to take place until enrolment day. Where the school is not able to confirm a place on a specific course, an alternative course may be suggested. A waiting list will be held in order of the above criteria for places on courses should they become available in the first two weeks of term.
3. Applications made under Criterion 1 must be accompanied by details of circumstance and professionally supported evidence (eg, from a Social Worker); Evidence will be verified by the LA before applications are passed to schools. If a school receives an application directly, please ensure the status of a LAC or Previously LAC is verified.
4. Places on oversubscribed courses will be allocated in priority order to those students with the highest average points score in their GCSEs which must include English Language and maths.
5. The school reserves the right to seek verification of any information given on the application form and to withdraw the offer of a place if false information has been given, including medical, address and qualifications.
6. The Sixth Form reserves the right to take into account any individual and exceptional circumstances that may impact upon the normal entry requirements being met. This will be done at the discretion of the Director of Sixth Form, who will make a decision in relation to whether a student can or cannot be offered a place at the Sixth Form.

## **Appeals**

Any student refused a place in the Sixth Form has the right of appeal to the Headteacher in writing. The Headteacher's decision will be final.