



# SIXTH FORM ADMISSIONS POLICY

Adopted by Governors: November 2015

Review Date: November 2016

Governors monitoring committee: Business

Person responsible for overseeing the implementation: Headteacher

# **SIXTH FORM**

## **ADMISSION ARRANGEMENTS 2017/2018**

Application to Bilton Sixth Form College will be by published application form to Bilton School Admissions Officer.

We aim to offer a range of academic and vocational qualifications to our sixth form students. Our policy is to ensure that the students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed and, accordingly, many of our courses have minimum GCSE grade requirements. Students are invited to attend our Open Days to see what we offer.

All Bilton School students in Year 11 will be encouraged to apply for the sixth form. We also accept external applications from students wishing to transfer from another institution. Students are asked to select provisional course preferences. This is not a firm commitment and they will be able to reconsider their options after the GCSE results are published and in light of the college timetable.

We require all students to make a formal application for September 2017 by Friday 2<sup>nd</sup> December 2016.

### **Admission requirements**

Admission to the Sixth Form will be determined by the Governing Body in accordance with the following criteria in the order set out below.

All students save for those with statements of Special Educational Needs where Bilton Sixth Form is the named provider, must meet the criteria below:

#### **Level 3 Courses**

- The student must have attained a minimum 5 A\*-C qualifications at GCSE or equivalent with at least a B grade in each subject to be studied at Level 3, or be able to evidence exceptional circumstances;
- The student should have achieved a minimum C grade in both English and Mathematics, or be able to evidence exceptional circumstances and the wider academic results indicate an ability to undertake level 3 courses . (Students admitted with less than C grade English or Mathematics will be required to retake the course);

## **Level 2 Courses**

- Level 2 courses will be available to some of the most vulnerable students, for example, those with English as an additional language or those with a history of high mobility. The courses will be linked to the Bilton School's curriculum model, offering 1 year GCSE and BTEC courses to students in Year 11. (Accordingly, the Year 11 and Year 12 students will be taught together);
- GCSE English or Mathematics may be required to be studied alongside any Level 2 courses.

## **Admission**

The published admission number for external applicants will be 40 students and the capacity of Year 12 overall will be 120 places. Should the published admission number be reached then admission will be determined in accordance with the following criteria in the order set out below:

1. Looked after children, 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;
2. straight line proximity of a student's home to Bilton Sixth Form, with those living nearer being accorded priority;

In the event of a tie break, a process of random allocation will be undertaken to determine priority.

## **Waiting List**

A waiting list for admission will be held throughout the Autumn term for the year of entry.

## **Appeals**

Where an application for admission is refused, upon appeal Bilton School Academy Trust will organise an Independent Admissions Appeal Panel to consider the initial decision. Applications to appeal should be made in writing to the Bilton School Admissions Officer. The Panel will be convened within 30 days of the formal request. The Panel's decision is final. Applicants may only re-appeal during the current academic year if there is a significant change of circumstances (e.g. change of address).