



Policy Statement  
on  
**POST 16 ADMISSIONS & PROGRESSION**

Revised:	3 Yearly
Date approved by Governing Body:	December 2023

## **ADMISSIONS**

### **1 General Entry Requirements**

- a The minimum entrance requirement for general entry 2024 is five GCSE passes at 5 and above, with at least a grade 4 in English Language or Literature, and Maths.
- b If a student is close to the criteria, but is not predicted to achieve them fully, we will advise that we welcome a reapplication on results day, should the applicant gain the entrance requirements.
- c Students will be guided onto courses with differing levels of challenge by the entrance criteria of the courses themselves, and by the guidance team through the application process. Our prospectus shows potential pathways for the students depending on their grade profiles at GCSE, but these pathways are descriptive, not prescriptive. That is to say, we use them for guidance, but we do not insist that students take only the courses available in the specific pathway aimed at students with that average points score. However students must meet the entrance criteria for individual subjects to be allowed onto those courses.
- d As well as meeting the entry criteria, students must provide a suitable reference, and we reserve the right to guide student elsewhere on the basis of a poor reference.

### **2 Subject Entry Requirements**

- a As stated above, all subject specific entry requirements are in our prospectus.
- b Maths, Science A Levels, Computing, and MFL in particular have their own higher entry requirements.
- c We aim to provide a range of courses for students who have qualified for the Sixth Form but are not able to access those A Levels which have higher entry criteria. These subjects are: Criminology; Dance BTEC; Drama BTEC; Music Technology; Art; Film Studies; PE, Photography; Sports BTEC. Several of these have specific criteria published in our prospectus, but in principle it is possible to take these subjects without a 5 in that subject.

### **3 Typical Study Programmes available**

- a Three A Levels or equivalent.
- b Three A Levels or equivalent plus the Extended Project, typically for students with an APS of 5.5 or above. Other courses that can explicitly be taken as one year courses in Year 12 are Core Maths, Languages, Drama and Dance.
- c If students do Further Maths, they will in effect be studying four courses. Other students may wish to do four subjects and do not do Further Maths, we do not encourage this, but will allow it if they have evidence of high ability; their programme should be reviewed at the point of each progress report.
- d All students must start on three full time courses as a minimum.

### **4. Guidelines for applicants**

- a All applications, whether from internal or external applicants, will be treated equally as long as they meet the published deadline date. The deadline date for each year will be published on the school website. Applications are made through [mychoice16.co.uk](http://mychoice16.co.uk). Instructions and guidance are on the sixth form pages of the school website.
- b Once the date for the application process has passed, we will interview each applicant who reaches the entry requirements and discuss their applications. At this point, we may offer advice about their pathways and subject choices. Internal students who do not meet the entrance requirements will be supported by the KS4 Careers Team.
- c We will then timetable students, and endeavour to the best of our ability to offer every applicant their first choice of subjects. However, in occasional cases there may be a timetable clash. We will inform the applicant of their options at that point. On rare occasions, a decision is made not to run a course due to low numbers. Again, we will inform the applicant as soon as this decision is made.

- d In the case of late applications, students will be treated on a first-come, first-served basis. At this stage access to courses is subject to availability of places on the relevant course.
- e All successful applicants will normally receive an offer of a place within three weeks of their interview conditional on their achievement of the required standards, and a suitable reference. We will respond to all applicants within the same time period.

## **PROGRESSION**

### **5. Progression from Year 12 to 13**

- a In order to progress from Year 12 to Year 13 a student must have a viable programme consisting of at least three courses.
- b The minimum expectation is that a student will obtain two E grades in their end of Year 12 exams.
- c If a student passes two of their subjects, but not three, they will be offered the opportunity to complete a one-year course, subject to availability. Students in this position will complete Sixth Form on two and a half subjects. Guidance will be given at that point by the Sixth Form Team and the student's parents/carers will be involved in any discussions.
- d If a student gains two or three U grades at the end of Year 12 exams, we will offer them the opportunity to restart in year 12 on alternative courses, or a mixture of courses already studied and new courses.
- e The school reserves the right to make exceptions to c. and d. above. In such cases, the student's performance including their work ethic and attendance to tutor time, lessons, Enrichment and Private Study will be reviewed by the Head of Year and Head of Sixth Form, in consultation with the Head of Department, before a decision is made. The decision to make an exception for a student will be communicated to the family, and monitoring will be put in place to ensure the student is succeeding. Any students in this position must pass their Year 13 December mocks and failure to do so will lead to a conversation with the Sixth Form Team about their suitability to continue the course.

**The exception to the policy regarding admissions would be if an applicant has suffered as a result of exceptional circumstances which have not already been taken into account during the exam season, through 'Special Consideration'. Any student in this position should appeal to the Principal by writing to the Principal's PA, at the school.**