

SIR JOHN CASS'S FOUNDATION & RED COAT CofE SCHOOL & SIXTH FORM COLLEGE



Sixth Form Admissions Policy 2018-19

Draft for Consultation

Committee Review: P&C

Ratified: TBR

TBR: February 2018

SLT Responsible: P.O'Brien

Rationale

Sir John Cass's Foundation and Red Coat Church of England School is a large, inclusive sixth form with a distinct faith ethos and a core value of "respect for all." While we operate an inclusive sixth form, it is expected that all students meet the rigorous entry criteria, with appropriate qualifications and ability for the pathway they wish to follow.

Additional expectations of sixth form students include: a commitment to our ethos; adherence to the school dress code; adherence to the school's code of conduct and expectations for behaviour in school, outside of school and online; attendance to school; attendance at lessons; commitment to work and completion of work assignments. Students and parents are asked to commit to following these expectations before enrolling into the sixth form.

This policy is designed to explain the procedures that the School uses to decide on admissions to its Sixth Form. This is in line with statutory guidance and advice from the Tower Hamlets Local Authority.

Policy Statement

Admission is open to students under the age of 19 years old.

The School operate a sixth form for a total of 500 students. Up to 200 places will be available in year 12 for students progressing from year 11 and a minimum of 100 year 12 places will be available for external students, provided they meet the minimum entry requirements set out on page three. The School will be able to admit more than its planned number of external students if it is undersubscribed by students progressing from its own year 11. All students will be required to complete a course application form online, in which they will be asked to specify the courses they wish to study. Students unable to complete an online application form are advised to contact the school.

Each course has a maximum size, and students who meet the entry requirements will be allocated to courses strictly by order of receipt of their course application. If a course is full, the school may offer alternative courses. The maximum course sizes are as follows:

- AS level (20 students)
- A level (15 students)
- Level 3 BTEC (25 students)
- Level 2 courses (25 students)

Applicants should be aware that a course will not run if the Headteacher confirms that the number of students in a teaching group is too low for the course to be viable. An alternative course will be offered, where possible.

Oversubscription Criteria

If a tie-break is necessary to determine who is admitted, the School will apply its oversubscription criteria as follows:

1. Children looked after by the local authority, previously looked after children who have left care under a special arrangement (residence) or special guardianship order, or those adopted from local authority care. Confirmation of a child's looked-after status will be required.

2. Students who have a strong medical or social reason to attend the School. This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application.
3. Students who live the nearest distance from their home to the School. The shortest walking route from the home address to the School's sixth form entrance on Bromley Street, using a digital map, will measure home-to-school distances.
 - a. The applicant's home address means: the address where the applicant normally and permanently lives on a full-time basis. This must not be a temporary address, an address of a carer or relative, or a second or subsequent address.
 - b. Where it is claimed a student is resident at more than one address, applicants will be required to provide justification and evidence of a family's circumstances (e.g. legal separation). If a student spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week with a parent.

Applications received after the closing date will be considered as late applications and will not be dealt with until all the on-time applications have been considered.

Offers of a place in the sixth form will be made in accordance with the timetable set out in the policy and will be conditional upon a student meeting the minimum course entry requirements. Students will also be required to attend the sixth Form Induction Day in the Autumn Term and complete summer assignment(s) where appropriate.

A pre-course meeting will be held with the student in August on GCSE results day to review attained grades at GCSE and to provide further advice on options and entry requirements to particular courses. Although the pre-course meeting is important to assess a student's suitability for entry to a particular course it will not determine a student's eligibility for entry to the sixth form unless the student has failed to meet the entry requirements for their preferred course.

Multiple births or siblings with birth dates in the same academic year

Allocation of places is based on individual students meeting the requirements of their chosen course. No guarantee of a place is given to other siblings applying to the school from the same family.

Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course. Applicants are required to accept or decline the allocated place using the form sent with the acceptance letter. For applications made online, students should follow the instructions in the conditional offer email to accept their place.

The form must be returned to the school or e-mail acceptance received within three weeks from the date of the offer letter. If a form is not received, there will be one further offer letter, warning that failure to respond may result in the place being withdrawn. Applicants are requested to advise the school at any stage if you are not accepting the place for any reason.

Students for whom a place is offered and accepted will have it confirmed when GCSE results are published in August, following an enrolment meeting.

Applications for students with Education, Health and Care Plans

An application for a student with an Education, Health and Care Plan (EHCP) is dealt with under a separate procedure, in line with the Special Educational Needs Code of Practice. A student will be admitted before all other applicants if it is agreed that Sir John Cass Foundation and Red Coat sixth Form can be named in their EHCP.

Waiting Lists

Waiting lists will not be held for Sixth form admissions.

Withdrawal of an Offer

The Governors reserve the right to withdraw the offer of a place if false or misleading information is provided during the application process or if a safeguarding assessment determines that the student poses a serious risk to the Health & Wellbeing of others in the School.

Right of Appeal

If you are not offered a place at the School or if an offer of a place is withdrawn, there is a right to appeal to an Independent Appeal Panel. The Appeal must be received in writing within 20 school days of a place not being offered or from the point of notification that a place has been withdrawn. You must state your reasons for an appeal or your appeal will not be considered. Appeals are handled by the Local Authority, set up in accordance with the provisions of the School Standards and Framework Act. Parents/students wishing to appeal can obtain an appeal form from:

Pupil Services

Tower Hamlets Children's Services
Town Hall, Mulberry Place
5 Clove Crescent, E14 2BG
Tel: 020 7364 5006

Timetable for Admissions to Sir John Cass Sixth Form

	Activity	Key Dates
All students	Prospectus and Application Form available	Autumn term 2018
	Open evening	16 November, 2018
	Closing date for Applications	31 st March, 2019
Internal students	Date conditional offers sent to 'INTERNAL' students	January 2019
	Deadline for acceptance of 'INTERNAL' conditional offers	21 days from date of acceptance letter
External students	Date conditional offers sent to 'EXTERNAL' students	February 2019
	Deadline for acceptance of 'EXTERNAL' conditional offers	21 days from date of acceptance letter
All students	Appeals Heard	14 days after Easter holidays

In-Year Applicants

Under normal circumstances an in year applicant would not be accepted after the 1st half term of the school year. Applications for In-Year admission to the sixth form must be made on the same form as used for the normal point of entry. If a place is available the student will be admitted provided that

- The student meets minimum course requirements for the course chosen;
- The student has studied the same syllabus for the course(s) chosen in order to facilitate transfer

External Applicants

- The same criteria will apply as it does to students already on roll at the School. Students should submit an application form, which is available in the sixth Form prospectus and from the School's website. Equivalent qualifications will be accepted from students applying from foreign countries, provided they meet the required minimum criteria of the course for which they have applied.

Changing courses

- The course selection process is tailored to the individual student so it is not expected that students will want to change their advanced level course after their enrolment meeting. However, where there is a valid case course changes will only happen until two weeks into teaching time. Changing a course any later than this is very difficult and students are unlikely to catch up with work missed.

The minimum course entry requirements for Year 12 are as follows:

Students will be enrolled onto a two year course following one of these pathways:

AS and A level courses (Academic Pathway)

Most students who follow this pathway will take 3 A-levels and will be offered the opportunity to take the Extended Project Qualification (EPQ). Some students will be made an offer to take 4 A-levels and the opportunity to take the EPQ. Minimum entry requirements for all A-level courses are a minimum of 8 GCSE subjects, with an average grade of 6 (legacy grade B) or above, including at least a grade 5 or above in GCSE English Language (or Literature) and GCSE mathematics and a grade 6 or above in GCSE Science. Additionally some subjects have subject specific entry requirements, details of which can be found on the school's website and in the prospectus.

Level 3 BTEC Diploma course (Vocational Pathway)

Most students who follow this pathway will take three BTEC courses. Some students will be offered the opportunity to take a fourth BTEC course. Minimum entry requirements for all level 3 vocational courses are a minimum of 5 GCSE subjects with an average grade of 4 or above, including at least a grade 4 in GCSE English Language (or Literature) and GCSE mathematics, and a grade 4 or above in GCSE Science.

Level 2 BTEC Diploma

All students who follow this pathway will study either level 2 Business Studies or Health and Social Care, along with GCSE re-sit English Language and/or mathematics. Minimum entry requirements for all level 2 courses are a minimum of 3 GCSE grades 3 or above, plus a minimum of grade 3 in GCSE English Language (or Literature) and GCSE mathematics.

Students who do not fulfil the entry criteria for their chosen courses or subjects, or whose chosen post-16 course cannot be accommodated by the School, will be guided onto the most appropriate alternative course or subjects, either at the School, or an alternative provider where appropriate.

Monitoring and Review of the sixth Form Admissions Policy

Annually.

Links to other policies/documents

Prospectus

School Website

Sir John Cass's Foundation and Red Coat Church of England School, Sixth Form Entry Requirements, Academic Pathways, 2018-2019

Staff Responsible

Governors, Headteacher and Deputy Headteacher, Sixth Form

Date approved by the Governing Body

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Appendix 1

Sir John Cass's Foundation and Red Coat Church of England School and Sixth Form 2018-2019 Academic Pathway (A-Levels) – Subject Specific Entry Requirements

Basic entry requirements for all A-Level subjects are a minimum of 8 GCSEs at grade 9-6 (or legacy A*-B grades) with grade 5 or above in GCSE English Language and GCSE mathematics. Additionally, some subjects also have subject specific entry requirements, which are outlined in the table below:

Subject	Level	Specific Entry Requirements
ART	A-Level	B or above in GCSE Art
BIOLOGY	A-Level	6 or above in GCSE Science & 6 in GCSE English Language & maths
BUSINESS STUDIES	A-Level	5 or above in GCSE English Language
CHEMISTRY	A-Level	6 or above in GCSE Science & 6 in GCSE English Language & maths
COMPUTING SCIENCE	A-Level	5 or above in mathematics and English Language. B or above in GCSE Information Technology/BTEC equivalent at Distinction
DESIGN & TECHNOLOGY	A-Level	6 or above in GCSE Design & Technology
DRAMA	A-Level	6 or above in GCSE Drama
ECONOMICS	A-Level	5 or above in GCSE maths & English Language
ENGLISH LANGUAGE & LITERATURE	A-Level	6 or above in GCSE English Language or Literature
ENGLISH LITERATURE	A-Level	6 or above in GCSE English Language and Literature
GEOGRAPHY	A-Level	6 or above in GCSE Geography
GOVERNMENT & POLITICS	A-Level	5 or above in GCSE English Language
GRAPHIC ILLUSTRATION	A-Level	B or above in GCSE Graphics
HISTORY	A-Level	5 or above in GCSE English Language
LAW	A-Level	5 or above in GCSE English Language
MATHEMATICS	A-Level	7 or above in GCSE mathematics
MATHEMATICS, FURTHER	A-Level	8 or 9 in GCSE mathematics
MEDIA STUDIES	A-Level	5 or above in GCSE English Language
MODERN FOREIGN LANGUAGES	A-Level	6 or above in chosen language (GCSE or equivalent)
MUSIC TECHNOLOGY	A-Level	Interview/Audition with Head of Music
PHILOSOPHY	A-Level	5 or above in GCSE English Language
PHYSICS	A-Level	6 or above in GCSE Science & 6 in GCSE English Language & maths
PSYCHOLOGY	A-Level	5 or above in GCSE English Language

RELIGIOUS STUDIES	A-Level	5 or above in GCSE English Language
SOCIOLOGY	A-Level	5 or above in GCSE English Language

Vocational Pathways (BTEC Level 3) – Subject Specific Entry Requirements

General entry requirements for all Level 3 vocational courses are 5 Grades 9-4 (or legacy A*-C grades) at GCSE Level (including English Language, mathematics and Science).

Subject	Level	Notes
APPLIED SCIENCE	BTEC (single)	Can only be taken in addition to either BUS, ICT or HSC
BUSINESS	BTEC (triple)	
HEALTH & SOCIAL CARE LEVEL 3	BTEC (triple)	
IT PRACTITIONERS	BTEC (triple)	
MARKETING	BTEC (single)	Can only be taken in addition to either BUS, ICT or HSC
SPORTS SCIENCE	BTEC (single)	Can only be taken in addition to either BUS, ICT or HSC

Level 2 Pathway (BTEC Level 2) - Entry Requirements

General entry requirements for all Level 2 vocational courses are a minimum grade 3 in English Language or Literature & maths and at least three other subjects, including Science.

Level 2 students will study either Business Studies or Health & Social Care, along with GCSE English Language (mature) and/or GCSE mathematics (mature).

*Please be aware that these entry requirements are to be used as a guide only. Sir John Cass Sixth Form College have the right to change the entry requirements at any time without advanced notice.

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