

Policy: Policy **Sixth Form Admissions Policy 2020-2021**
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Authorised by: **Governing Body**
Updated by: **Mr Phil White**



THE COTSWOLD SCHOOL - POLICY DOCUMENT

The Cotswold School, which consistently ranks amongst the top non-selective state schools in the country, has an 'Outstanding' Sixth Form. We provide a very high quality of education for students with a wide variety of interests, aptitudes and abilities. In considering applications, our aim is to accept students on to courses where they can be successful and fulfil their potential.

We offer a range of Level 3 courses and, for students who narrowly miss out on achieving grade 4 in GCSE English or Mathematics but who *have* met our entrance criteria for at least three Level 3 courses, we offer GCSE resit classes in both English and Mathematics.

Students will be admitted to begin Sixth Form courses at age 16 (on 1st September of the year of entry) without reference to catchment area. In all cases, successful entry to Sixth Form at The Cotswold School is based on the academic entry requirements stated in this policy.

As an Academy, school admissions are the responsibility of the School Governors. Our Sixth Form admissions procedures are administered by the Sixth Form leadership team and administrator, but the final responsibility for deciding admissions criteria rests with the Governors.

METHOD OF APPLICATION

Prospectuses and application forms are published during the Autumn Term each year and are available to all. They are specifically issued:

- to all students in Year 11 of The Cotswold School
- to visitors to the Sixth Form Information Evening held in the autumn term □ on request, often as a result of our publicity in the local press □ at Information Evenings held at neighbouring 11-16 schools.

They are also available on the Sixth Form section of the school website.

At any time of year a tour of the school and conversation with the Head of Sixth Form can be organised.

Two Induction Days will take place in late June / early July to help students orientate themselves to their new surroundings and courses.

'Information, advice and guidance' meetings are set up for every prospective sixth former with their parents/guardians to provide expert professional support at a critical time of decision.

Students will be asked to make their provisional choices by a date in December (which will be clearly stated on the application form), in order to help us construct the curriculum in the spring term. This is when the timetable blocks will be set, in order to cater for as many curriculum choices as we can offer. Students can alter their choices up until the start of their Sixth Form courses, but their options must fit with the timetable blocking that has been set.

For organisational reasons there may be changes made at any time to the subjects offered or their position in the option blocks. Students affected by any such changes will be notified as soon as possible. We will always endeavour to keep any disruption to a minimum and we will offer guidance to try to provide a suitable alternative.

ACADEMIC ENTRY CRITERIA FOR SIXTH FORM COURSES

Entry to Year 12

For Level 3 courses (AS/A Level, or Level 3 Technical qualifications):

- Evidence of a positive, self-motivated approach to learning
- A minimum of five GCSEs at grade 4 or above
- Most AS/A Level courses also have subject-specific GCSE requirements for entry - these are outlined fully in the prospectus and on the school website each year.

Students who do not have at least grade 4 in both GCSE Mathematics and English Language will be required to re-sit one/both of these subjects as part of their Sixth Form studies.

Most students will take **FOUR** AS subjects in Year 12.

(We do allow students occasionally to study three or five AS Level courses, depending on their GCSE grades and individual circumstances.) The final decision as to the number of courses a student will start and complete rests with the Head of Sixth Form.

Progression to Year 13

- The normal minimum requirement to progress to the second year of an A Level course is that a student must obtain at least grade D in the relevant AS Level qualification.
- In light of the above, students who have not obtained a minimum of three D grades at AS Level (or be at merit standard at the midway point in their Level 3 vocational courses) will be required to attend a meeting, on or shortly after AS Level Results Day, with the Head/Deputy Head of Sixth Form to discuss the options available to them, which might include:
 - In exceptional circumstances, re-starting Year 12 on mainly/entirely different courses to those they have previously taken
 - Progression to Year 13 on a combination of their existing courses and one or more new AS level (or equivalent) qualifications
 - Support in finding an apprenticeship, job with training, or alternative provider of post-16 education on courses which suit their aspirations and interests.
- Year 13 students will be expected to complete three Level 3 courses. Students who wish to continue with four Level 3 courses will normally be allowed to do so.

The school retains the right to be flexible when assessing a student's application against these criteria, to allow for personal and exceptional circumstances.

To enrol, all sixth formers must sign the Sixth Form Agreement which sets out what the school will provide for all students and the expectations that the school has of all students, including the requirement to attend all registrations/tutorials, assemblies and PSHE days.

All students are expected to apply good effort to their lessons and independent study. They are expected to embrace the rights and responsibilities that being a member of the senior school involves, and take a positive and active part in the life of the school and wider community.

We encourage all eligible students to apply for our "16-19" Bursary.

Each year a number of students join our Sixth Form from other schools. Applications are welcomed from such students. The academic entry requirements for courses are identical for external and internal applicants. Our admission number for external applications is 30.

This number may be exceeded if demand can be met. Where over-subscribed we will give priority to applicants who apply by the deadline stated on the application form, as follows:

1. Looked after children.
2. Pupils living within the area of prime responsibility of The Cotswold School.
3. All other applicants.

In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the front door of their home to the front door of the school.

Applications for children for whom only this particular school is appropriate due to an exceptional medical condition will only be considered if they are supported by a written statement from the child's doctor. This statement must demonstrate that there is a very specific connection between the medical need and the facilities or resources at The Cotswold School.

All applicants (accompanied by their parents/carers) will be invited to an interview with the Head or Deputy Head of Sixth Form to discuss the suitability of the student's preferred options and their current progress and predicted grades. References from current schools will be sought in all cases.

Applicants refused admission to our Sixth Form are entitled to appeal to a governors' appeals panel. In this event, firstly an applicant should write to the Principal requesting a place. If this request is denied, a letter should be written to the Clerk to the Governor which will initiate the formal appeal process.

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

(08-10-2018)

ratified by Governors and
signed as such by The Chair of Governors