



G2b: Sixth Form Admissions Policy 2019-20

The Commonweal School welcomes students into its Sixth Form from both Year 11 at The Commonweal School ('Internal Students') and from the wider community ('External Students'). The maximum number of places in the Sixth Form will be 300, to include a small variable number of foundation students. The Sixth Form exists principally to support the continued education of students in The Commonweal 11-16 provision, however applications will be accepted from up to 50 External Students per year.

All applicants are requested to complete the relevant application form and to return this to the school.

1. General entrance criteria

The 150 places in Year 12 will be offered on the basis of students obtaining the appropriate grades, as predicted in Year 11.

Applicants also need to meet the following criteria;

Applicants will normally be required to have at least five A* - C (9 - 4) passes at GCSE, including English and Mathematics.

All applicants must meet the minimum requirements for the AS / A level subjects which they wish to study. For the majority of subjects applicants are required to have achieved at least a grade B (5/6) at GCSE in that subject (or a related subject where the chosen subject is not offered at GCSE) and it is expected applicants will have obtained the higher tier of entry where applicable.

All applicants are required to have a strong work ethic and commitment to our ethos, standards and code of conduct. This will be determined from the application form and school reference.

Entry into Year 13 relies upon success in the Year 12 assessments. As a minimum all applicants are required to achieve a D grade in each subject they study to progress on to Year 13.

Applicants for the Foundation Year need to achieve the relevant GCSE grades by the end of the Foundation year to move into Year 12.

Students must be able to demonstrate appropriate nationality or residency entitlements to be eligible for funded education in a UK maintained school;

Students are only eligible to study at The Commonweal Sixth Form if they are on a full-time course, as defined in the Sixth Form prospectus.

The Commonweal School is unable to admit external students into the Sixth Form if they are Year 14 students or have completed two years of Sixth Form education at other institutions.

Applicants must be under 19 years of age at the start of their programme of study

Those not achieving the required results may be offered the option of entering the Foundation Year instead (see below). Ideally therefore there would be no students in the Foundation Year, but this is in place to ensure that able students are given the support needed to realise their high academic potential. Places in the Foundation Year will be allocated on a case-by-case basis, when required.

2. Nationality Eligibility Criteria

Entrance into the Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school sixth forms that apply at the time.

Currently, students can be admitted into the Sixth Form if:

They are British Citizens and / or EU nationals.

Non-EU nationals can be admitted into the sixth form if, for example:

- They have 'Exceptional' or 'Indefinite Leave to Remain' in this country;
- They have refugee status;
- Their residency is a condition of their parent/s legal employment status in this country.

Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons. The Commonweal Sixth Form is unable to accept students on a fee-paying basis.

3. External Students

External applicants' forms are date-stamped upon receipt by the school and assessed against the admissions criteria.

The PAN for External Students entering Year 12 is 50

If there are more external applications than places available within the PAN, then every application received on time will be considered and ranked against the oversubscription criteria below. In the first instance, the 50 highest ranked students will provisionally be allocated places. Students who have been formally refused will have their names entered on a waiting list.

In some circumstances, the school may be able to make offers of places above these thresholds and when other applicants have been placed on the waiting list, if there is availability on particular courses. This will be dependent on the numbers of applications for particular courses in each year.

Suitable applicants will then be invited into school to discuss their application and course selection on a 'first come – first served' basis. The school endeavours to ensure fairness in the processing of all applications. Decisions regarding an invitation for the initial meeting will only be made on receipt of a fully completed application form, all sections of which must be fully and appropriately completed.

External Students are made an offer of a place in the Sixth Form on the basis of a satisfactory reference from their previous school or college, confirming their ability to study their selected courses.

4. Offers of places at The Commonweal Sixth Form

An offer of a place at The Commonweal Sixth Form is not a guarantee that a student will be admitted into the Sixth Form or that courses that were discussed at interview or indicated on a student's application form will be available.

An offer is subject to:

a satisfactory reference being provided by the student's previous school or college to demonstrate that the student has the academic ability to study their selected courses. Please note that The Commonweal School reserves the right to withdraw offers of places or places if it transpires that a student's application form or reference has been erroneously or dishonestly completed by either the applicant or their previous school.

Students achieving appropriate grades in the summer GCSE exams to be eligible to study the courses that they have indicated on their application form and agreed at interview;

If places are available then students meeting the entry requirements will only be admitted during Term 1 of Year 12.

5. Entrance requirement for the Foundation Year

Students who passed the application process and are offered places in Year 12 on the basis of predicted grades, but as not achieve the required exam results may be offered the option of entering the Foundation Year.

Upon receipts of GCSE results students not meeting the original requirements will be required to attend a follow-up interview with the Head of Sixth Form to negotiate either:

- a. A change of course(s)
- b. Entry into the Foundation Year

There will be an expectation that all students entering the Foundation Year will meet the relevant academic requirements to enter Year 12 the following autumn term. Failure to meet those requirements may result in the student not entering Year 12.

6. Oversubscription

In the event of over subscription applicants meeting the entrance requirements will be put on a waiting list and, should any further places become available, offers will be made on a first-come first-served basis. The Admissions Secretary will be responsible for maintaining an up to date admissions list and for arranging appeals, as and when appropriate. The Admissions Secretary will report directly to the Headteacher on at least a fortnightly basis. Admissions data will be a standing agenda item for Personnel Governors' meetings, taking place six times per year.

Over-Subscription Criteria: The following criteria will be applied to all applications, in the order set out below, to decide which students to admit in the event of oversubscription;

1. Looked After Children (LAC), as defined by section 22 of the Children's Act 1989, or those who were previously LAC

2. Other External Students up to the PAN of 50

3. Other Internal Students

4. In the event of a "tie" under any single criterion, allocation of a place will be decided by the proximity of the child's home to the school, with those nearer accorded the higher priority. The distance used will be a straight line from the family house and the front doors of the School (should they live in a block of flats then the distance from the apartment's front door to the front entrance of the block will be included in this calculation).

5. In the event of there being equal distances under (4) then the priority will be decided based on the student with the higher academic predictions in their best 8 GCSEs, to include English and Maths.

NOTE: Other qualifications will be dealt with on an individual basis; equivalence to the above qualifications will be decided by the Admissions Committee.

7. Oversubscription on individual courses

Class sizes will not be allowed to rise above 25, although certain practical subjects will have a lower maximum size.

Should a course become oversubscribed then the following criteria will be used, in the order set out below, to determine allocation of places:

1. Looked After Children (LAC), as defined by section 22 of the Children's Act 1989, or those who were previously LAC
2. Applications received before the deadline, ranked according to the higher UMS score at GCSE in the subject applied for (double science being equivalent to two separate sciences) or in the first subject in the individual subject criteria
3. Applications received after the deadline from LAC or those who were previously LAC
4. Applications received after the deadline in order of date of receipt of application

Once the class is full, further students will be held on a waiting list, if they request this.

Courses may not run if the number enrolling is small and deemed to be unsustainable.

8. Waiting List criteria and operation

Applications that meet the entry criteria will be placed on the Waiting List. These will be date-stamped and, as far as possible, dealt with in date priority;

Whilst every effort will be made to operate the waiting list fairly and admit applicants into the Sixth Form in date-priority, the school cannot be responsible for applicants' availability to attend summer enrolment or which courses may be available at any given time.

9. Induction Period

Students entering the Sixth Form are not considered to be on-roll until they have completed an induction period at the start of the first term. This is to ensure that students are on suitable courses and that their approach suggests that they will be successful.

10. Changing courses at The Commonweal Sixth Form

Whilst the school aims to be as flexible as possible in order to accommodate students' aspirations, it is important to appreciate that when students change courses learning is missed and it is disruptive to teaching. Consequently, we aim to keep course changes to a minimum.

Courses can only be changed if:

the course change is complete within the induction period at the start of term;

a student is strongly recommended to change by a department because they are expected to be unlikely to be successful in that subject;

it becomes evident that there is a serious mismatch between a student's course choice and their career aspirations. Course changes in these circumstances can only be agreed in meetings with the student's parent/s or guardian.

11. Appeals

All unsuccessful applicants will have the right to appeal to an Independent Admissions Appeal Panel. An appeal form and information explaining the application deadline and how to appeal can be obtained from the Admissions Secretary following receipt of a decision letter notifying a refused application.

12. Monitoring and Review

The Governing Body will review this policy on an annual basis. The policy will be revised as required to introduce any changes in regulation and statutory guidance.