



**Churchdown School Academy**  
ACHIEVING SUCCESS FOR ALL

## **Sixth Form Admissions Policy**

### **Churchdown School Mission Statement**

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one, where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by the values of integrity, resilience, respect, ambition and tolerance. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

Churchdown School provides a 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 Churchdown 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 Churchdown 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. An

Induction Day 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 (A Level, or Level 3 Technical qualifications):

- Evidence of a positive, self-motivated approach to learning
- A minimum of a GCSE 4 point average.
- Most A Level courses also have different pathway 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. Students must have one of GCSE English or Maths in order to secure a place. Most students will take FOUR 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 qualification. This is reflected through the ISM grades, Mock exam grades, or AS exam.
- In light of the above, students who have not obtained a minimum of three D grades (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 A Level Results Day, with the Head of Sixth Form to discuss the options available to them, which might include:
  - a) In exceptional circumstances, re-starting Year 12 on mainly/entirely different courses to those they have previously taken
  - b) Progression to Year 13 on a combination of their existing courses and one or more new AS level (or equivalent) qualifications
  - c) 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 supervised study sessions. 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.

### **Applications from Students Not Studying In Year 11 at Churchdown School**

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 15. 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 Churchdown 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 Churchdown School.

All applicants will be invited to an interview with the Head of Sixth Form or Head of Year 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 and offers made on outcome of the interview and reference.

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 Headteacher requesting a place. If this request is denied, a letter should be written to the Clerk to the Governors which will initiate the formal appeal process.

*When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010. Should you have any comments regarding this policy, please contact the school*