



Nailsea School

# **Admissions Policy 2018-19 Year 12**

Headteacher Mrs D. Elliott

## Year 12 Admissions Policy

### **1. Rationale**

- 1.1. The school requires an admissions policy for 16+ students in order to avoid a situation whereby it cannot provide accommodation or curriculum for all of the students who are eligible for spaces.

### **2. Purpose**

- 2.1. To provide criteria for prioritising places for students who have applied for the Sixth Form at Nailsea School, in the event of oversubscription for places.
- 2.2. To provide guidelines as to the appropriate entry requirements for different levels/ types of qualification
- 2.3. To provide guidelines as to the process and procedures for application.

### **3. Guidelines**

- 3.1. Nailsea Sixth Form offers a range of courses to levels 2 and 3 within the National Qualification Framework (NQF). GCE AS/A2 courses and BTEC Nationals comprise the courses to level 3; BTEC First Diplomas and GCSE retakes comprise the level 2 courses, subject to student demand.
- 3.2. The maximum number in Year 12 is 200. The Admission Number is 20 for students from other schools. There may be a limit to the number of places available on particular courses, subject to the availability of specialist teaching and accommodation.

### **4. Entry Requirements**

- 4.1 To study courses to level 3 students should have gained at least 5 GCSE (or equivalent) passes at grade C or above. In addition, individual A level courses may have subject-specific GCSE grade requirements for entry, as stated in the subject outline pages of the Sixth Form prospectus.
- 4.2 For courses leading to level 2 qualifications students should have attained at least four GCSE (or equivalent) passes at grade E or higher. The maximum number of Level 2 students is 16.
- 4.3 In the event of the Sixth Form or particular courses being under-subscribed these courses may not be provided, or the entry requirements may be adapted.

### **5. Application**

- 5.1 The Sixth Form prospectus will be available in Term 2 of the academic year prior to starting. They are available to all students in academic year 11 of Nailsea School. The prospectus and application forms are available to students of other schools on request and is also available via the school website.
- 5.2 All prospective Year 12 students are encouraged to attend our Sixth Form Open Evening.
- 5.3 The closing date for the first round of applications will be set annually and published in the school calendar. Applications made after the published date will be considered though the choice of courses and subject combinations may be restricted, depending upon demand.
- 5.4 Students will be informed of the success or rejection of their application by the end of term 4 of their Year 11.
- 5.5 Students from other schools are welcomed into Nailsea Sixth Form; entry requirements are the same as for those transferring from Nailsea School Year 11.
- 5.6 Application may be made at any time, even after the start of the academic year in question, though applications made later than the end of term 2 are not likely to be accepted, due to the amount of study already undertaken and its impact upon likely success.

## **6. Over-subscription**

- 6.1 In the event of Year 12 applications which meet the entry requirements exceeding the Admission Number, the following criteria will be used to grant admission:
- 6.2 Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
- 6.3 For Children previously in Care:
  - 6.3.1 this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
  - 6.3.2 Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
  - 6.3.3 in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 6.4 Students with a sibling already attending Nailsea School will be admitted next. Definition of brother or sister.
  - 6.4.1 To be considered as a brother or sister, a child must be living at the same address for the majority of the time [i.e. 50% or more of the time] as a full, half, step or adoptive brother or sister.
  - 6.4.2 Full and adoptive brothers/sisters are defined as children having the same either biological or adoptive parents.
  - 6.4.3 Half brothers/sisters are defined as children who share only one either biological or adoptive parent.
  - 6.4.4 Step brothers/sisters are defined as children who are not necessarily related biologically [including foster children] but are living in the same household for the majority of the of the time [i.e. 50% or more of the time] at the address considered to be the address of the child for whom the application is made.
  - 6.4.5 Except for a brother or sister within the same year group, a brother or sister must be attending [or is expected by the school and/or North Somerset Council to be attending] Nailsea School at the time of admission.
- 6.5 Students living closest to the school, distances being measured in a direct line between the address point of the child's home and the main school entrance marker indicated on North Somerset Council's computerised system(s), will be admitted next. A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address
- 6.6 Where the direct line distances are equal the ranking of applications will be made by drawing lots.
- 6.7 No student will be denied a place by a single member of Nailsea School acting alone, but only by a committee of staff or governors, with relevant powers delegated by the full governing body.
- 6.8 If a student is not successful in gaining a place, reasons will be given in writing. Students and parents have the right to appeal to an appeal panel.

## **7. Admissions of children outside their normal age group**

- 7.1 Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group, will be considered. The reasons for the request must be fully explained in writing and included with the school place application form.
- 7.2 Decisions will be made on the basis of the circumstances of each case and in the best interests of the child, taking into account, as appropriate, the following:
- the views of the parent,
  - information about the social, emotional and academic development of the child as often supported by education and other professionals,
  - the views of the Head Teacher,
  - where relevant the child's medical history and the views of a medical professional,
  - whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if they were not born prematurely.
- 7.3 Where a request for a child to be admitted outside their normal age group is agreed, that enables a child to be included as part of the Year 12 allocations, the application will then be processed in accordance with these arrangements and over-subscription criteria where applicable.

## **8. Reviewing this Policy**

- 8.1 This policy will be reviewed annually.
- 8.2 The chair of the governors' Education committee and Headteacher are responsible for this policy.

## **9. Related documents**

- 9.1 The Governors' Handbook 2014
- 9.2 Nailsea School 6th Form Prospectus

## **10. Procedures**

- 10.1 The date of the Sixth Form Open Evening is on the school calendar and website and the event is advertised in the local press as well as within Learning Exchange South West literature.
- 10.2 Application Forms and Sixth Form Prospectus are available on request at reception or on the website.