

Sixth Form Admissions Policy

Heathcote School and Science College



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Context

Heathcote Sixth Form has an exciting and varied range of A-Level and Level 3 BTEC as well as a City and Guilds Level 2 in Construction course on offer. In addition, we currently offer 26 A' Level courses, enabling pupils to progress to university and the most competitive job and training opportunities. Subjects on offer are reviewed every year and reflect the interest and needs of the current year 11 pupils. In order to be admitted to the Sixth Form, pupils must meet the school's academic entry requirements outlined in this policy.

Before enrolling to the Sixth Form, pupils and parents are asked to commit to the school ethos and uphold our vision and values - Encourage, Challenge and Succeed. Additionally, pupils will need to adhere to the Sixth Form Code of Conduct, including our expectations for behaviour, attendance and a commitment to completion transition work before their course start date.

Admission to the Sixth Form

This Admissions Policy applies to pupils seeking admission to Year 12 at Heathcote Sixth Form. The school admits a total number of 260 pupils in the Sixth Form. The admissions number for Year 12 is dependent on the number of pupils in Year 13. For 2022-23 applicants, Heathcote Sixth Form will be able to offer 140 places. The admission number may be exceeded if the demand for available courses can be met, provided that the applicants meet the academic entry requirements. Internal pupils will be prioritised and a waiting list of 30 will also be in place for external pupils.

Pupils normally spend 2 years in the Sixth Form. In exceptional circumstances, pupils may be able to re-sit Year 12 if there is a space once all the criteria have been followed. However, this is only in exceptional circumstances and is assessed on a case by case basis.

Occasionally, applications are received for pupils to transfer to Heathcote at the end of Year 12 from another school. Again, this will be considered in exceptional circumstances if there is a space once all the criteria have been followed.

Academic Entry Requirements for Admission to Year 12

All pupils must submit an academic reference from their current school, including predicted grades and suitability for their chosen pathway.

Basic Academic Entry Requirement

A-Level:

Condition 1: To guarantee a place at Heathcote Sixth Form, all pupils must hold a minimum of 5 GCSEs at Grades 9 – 5, including a Grade 5 in Maths and English (Language or Literature). Equivalent qualifications are also accepted at merit or distinction levels.

Condition 2: In addition, they must achieve at least a Grade 6 in the subjects they wish to study to guarantee a place on their chosen courses. An equivalent subject with a similar skill set will be taken into account as an alternative measure, which is not part of the standard GCSE curriculum.

Condition 3: For the specific subject combination of more than one Science studied together (e.g. Biology with Chemistry or Biology, Chemistry, Physics etc), pupils must also achieve a Grade 6 in Maths in order to guarantee their chosen study programme.

Level 3 BTEC:

Condition 1: To guarantee a place at Heathcote Sixth Form, all pupils must hold a minimum of 5 GCSEs at grades 9-4, including Mathematics and/or English Literature/Language, at grades 9-4 at GCSE. Pupils needing to re-sit either of these examinations may be enrolled at the discretion of the Sixth Form Team. Equivalent qualifications are also accepted at merit or distinction levels.

Condition 2: All pupils intending to take up a mixed pathway must hold the minimum expected grade for their chosen A Level and BTEC. Some courses will require subject-specific entrance requirements – please see the course guide for specific details.

Level 2 City & Guilds Construction:

Condition 1: To guarantee a place at Heathcote Sixth Form, all pupils must hold a GCSE Mathematics and English Literature/Language at Grade 2 or above.

Condition 2: Any pupils below a grade 4 in Mathematics and English Literature/Language will be required to re-sit those examinations and must attend those classes.

Over- Subscription Criteria

The purpose of the over-subscription criteria is to give everyone that has the entry requirements a fair opportunity to access a place in the Sixth Form. The Sixth Form Admissions Team takes considerable time and the utmost care to ensure that the system is applied fairly.

The criteria are as follows:

- Young People in Local Authority Care – a person under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Health and Special Access Reasons – Young people whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the young person's needs and the particular school. A physical impairment must be such that it requires the young person to attend the particular school because its buildings do not inhibit their mobility.
- Current Family Association – sister or brother in the same school at the time of entry. In this context, sister or brother means girls or boys who live as sister or brother in the same house, natural sister or brother, adopted siblings, stepsister or stepbrother and foster sister or foster brother or brothers.
- Pupils who reside in the E4 postcode, in order of the distance (nearest first) between the Young Person's permanent address and the school.
- Pupils who reside in the London Borough of Waltham Forest, in order of the distance (nearest first) between the Young Person's permanent address and the school.
- Pupils who live in other Local Authorities, in order of the distance (nearest first) between the Young Person's permanent address and the school.

The remaining places will be allocated to those applicants meeting the basic qualification who live closest to the school and for whom places on their chosen courses are available.

- Closeness to the school is measured in a straight line ('as the crow flies) from the centre of the pedestrian gate on Normanton Park and the permanent address at

which the applicant normally resides at the time of the application. The school will carefully verify the permanent address of the applicant.

- Once applicants have been ranked according to distance, places will be allocated in order of closeness to the school, subject to the following procedures.

Once the places available for a particular course of study have been filled, any other applicant who has chosen that course will be not considered for admission, regardless of whether places are available on other courses that the applicant has chosen.

Tied Assessment

- In the unlikely event of more than one applicant being tied for entry under these criteria, the place will be randomly allocated. This process will be independently verified.
- The furthest distance that successful applicants live from the school varies from year to year and depends upon the varying demand for individual courses.
- The school reserves the right to withdraw courses that fail to recruit in sufficient numbers.
- 30 external pupils will be put on the waiting list. As places become available they will be offered to the pupils on the list in distance order, provided that their courses are available.

Appeals

Applicants, or their parents/carers, who are unsuccessful in gaining a place at Heathcote School Sixth Form may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Clerk to the Governing Body of Heathcote School within fourteen days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002, the Admissions Code February 2009 and the Schools Appeals Code of Practice. Applicants and their parents/carers may attend the hearing of their appeal and make their case to the panel.

Application Procedures

Open Evening

Pupils and their parents/carers who are considering applying are invited to visit the school on our Open Evening for Year 11 pupils and their parents/carers in the year prior to intended admission. Online application will go live from the day of the Open Evening. Bespoke tours and visits to the Sixth Form can be arranged by appointment.

Making an Application

Heathcote School Sixth Form welcomes applications from all young people who meet the Sixth Form entry requirements.

The online application form is available on the website and must be completed by the advertised deadline.

Applications received after this deadline will be placed on a waiting list and will be considered only when all applications received on time have been fully processed.

Interview

All internal applicants and those external applicants who meet our entrance requirements will be interviewed to discuss whether they have met individual subject entry requirements; the availability of places in the subjects they have applied for.

To help ascertain an applicants' suitability to study their chosen pathway, all applicants must have an academic reference from their current school stating their predicted grades which will form part of the interview

Offer

Applicants who meet our academic entrance requirements will be made a conditional offer following the interview and will be informed of this in writing. The terms of these conditional offers will be part of the written confirmation.

If spaces are available after all those who have met the entry requirements have been offered places; it may be possible, in exceptional circumstances, to admit those who did not meet the requirements but came close. This will be at the discretion of the Sixth Form Admissions Team, and will be allocated in accordance to the over-subscription criteria below.

Applicants to whom we cannot offer a place will be notified.

The Governors reserve their right to withdraw an offer of a place before the pupil is admitted to the school where it is found that:

- The offer of a place has been made on the basis of a fraudulent or intentionally misleading application.
- If the pupil does not have the right to study in the UK.
- If the pupils' admissions present a safeguarding risk

Waiting List and Over-Subscription

Once 140 (or published number for that year based on Year 13 numbers) offers are made, then places for external candidates who meet the entry requirements above will be placed on a waiting list until August of that year. Places may become available, for example, if pupils do not achieve the results they need or applicants decide to take up an offer of a place elsewhere. If places do become available, they will be offered to those on the waiting list following our over-subscription criteria.

Enrolment

Pupils holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer by attending one of the enrolment sessions.

Guidance will be given to pupils who wish to consider a change of subject following receipt of GCSE results.

External pupils will be required to provide proof of their GCSE results, together with a copy of their Birth Certificate or Passport.

Pupils who are not originally offered a place because they were not predicted the required grades, will be invited to attend a Supplementary Enrolment Session on the official Enrolment Day if (a) they do achieve the required grades (b) are still interested in a place and (c) if there are spaces available in their chosen courses.

Following the advertised enrolment deadline, there will be no normal admission into the Sixth Form. Pupils who wish to enrol in Year 12 will need to contact the Director of Sixth Form, who will advise them regarding course availability and entrance requirements and decide on a candidates' suitability for entry.