

Heathcote School

Sixth Form Admissions Policy

Introduction

This admissions policy applies to pupils seeking admission to Year 12 at Heathcote Sixth Form and covers admission into Year 13 for those wishing to complete their studies at the school. We have a maximum total number of 250 places in the Sixth Form.

Decisions regarding confirmation of places will be discussed during an admissions interview and based on the pupils' overall examination results; whether they have met individual subject entry requirements; the availability of places in the subjects they have applied for; and **evidence of suitability to study their chosen pathway** based on their previous school reports.

Before enrolling to the Sixth Form, pupils and parents are also 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 complete academic work, which can be found in the Sixth Form Handbook, available on the website.

Academic entry requirements for admission to Year 12

A-Level:

- A minimum of 5 GCSEs at grade 9-5, including Mathematics and English Literature/Language at grades 9-4 at GCSE.
- A-Level courses will require subject specific entrance requirements – please see the course guide for specific details.
- Equivalent qualifications are also accepted at merit or distinction levels.

Level 3 BTEC:

- A minimum of 5 GCSEs at grade 9-4, including Mathematics and 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.
- Some courses will require subject specific entrance requirements – please see the course guide for specific details with particular note of the BTEC Sport in partnership with Leyton Orient FC.

Level 2 City & Guilds Construction:

- GCSE Mathematics and English Literature/Language at Grade 3.

- Any pupils below a grade 4 in Mathematics and English Literature/Language will be required to re-sit those examinations.

Applying for Places

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

The following procedure for applications is designed to ensure that this Admissions Policy is applied as fairly and consistently as possible.

Procedure

To be considered for entry, pupils must complete the Heathcote School Sixth Form application form obtainable from the school office or the school web site. Pupils must complete and return the form by the deadlines shown – the last Friday before the February half term (14/02/2020).

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.

For both internal and external applicants, prospective pupils will be interviewed to check their suitability and availability of their chosen pathways and notified of whether they have received an offer. Where these offers are conditional, they will be informed of the conditions of their offer in writing.

Offer of Places

All offers will be made on the condition of pupils meeting the course entry requirements above. Pupils holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer. Guidance will be given to pupils who wish to consider a change of subject following receipt of GCSE results.

If spaces are available after all those who have met the entry requirements have been offered places, it may be possible 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.

Waiting List

Once 130 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.

Over-subscription criteria

The purpose of the oversubscription criteria is to give everyone that has the entry requirements a fair opportunity to apply for 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.

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.

Enrolment

Pupils who have been offered a place for sixth form at Heathcote School must attend one of the enrolment sessions after they have received their GCSE results. External pupils will be required to provide proof of their GCSE results, together with a copy of their Birth Certificate or Passport.

Admission to year 12 after the advertised enrolment deadline

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.

Admission to re-sit a year of study

Any applications to re-sit a year of study are made at the discretion of the Sixth Form Admissions Team. Pupils in Year 12 who wish to continue with their studies into Year 13, must continue to meet the entry criteria outlined and following interview be regarded as remaining a suitable candidate for their chosen pathway. Where the school has places available, external pupils who wish to join Year 13 and meet the entry requirements and suitability for study as above may join Year 13.

Heathcote School – Contact Details

96 Normanton Park, Chingford, E4 6ES

Headteacher: Ms E Hillman

Director of Sixth Form: Ms L Tobia

Head of Y12/13: Ms R Lewis

Definitions

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not; and
- Any person who, although not a natural parent, has parental responsibility for a child or young person; and
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989).

People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order;
- Being appointed a guardian;
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare); or
- Adopting a child.

Residence

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent address may be used.

Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week.

The Governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.