

Heathcote School

Sixth Form Admissions Policy

Introduction

This admissions policy applies to students seeking admission to Year 12 at Heathcote School 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.

Admission to Year 12

Entry Requirements

All offers of a place in year 12 will be made on condition of students meeting the school entry requirements laid out below:

Level 3 study:

- 1) A Levels / BTEC

A minimum of 5 A* - C grades, including Mathematics and English Literature/Language, at grades 9-4 at GCSE.

Equivalent qualifications are also accepted at merit or distinction levels

Some A-Level courses will require higher grades in particular subjects – please see the course guide for specific details.

NOTE: Students who achieve a grade 3 in both English subjects or Mathematics GCSE may be accepted onto the course provided they re-sit that GCSE.

Level 2 Study

- 2) BTEC/City and Guilds/NVQ etc.

GCSEs mostly grades around D-E, including both English Language & Literature and Mathematics (at Level 3-1).

Some courses will have specific entrance criteria – please see the course guide for details.

NOTE: Students who do not achieve grade 4 in English Language and/or Mathematics GCSE will be required to resit these examinations.

Applying for Places

Heathcote School Sixth Form welcomes applications from all young people who meet the Sixth Form entry requirements. Students and their parents/carers who are considering applying are invited to visit the school on our Open Evening for Year 11 students 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, students must complete the Heathcote School 6th Form application form obtainable from the school office or the school web site. Students must complete and return the form by the deadlines shown – the last Friday before the February half term.

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 internal applicants: Students who have completed an Application form for a sixth form place by the deadline AND who are year 11 students at Heathcote School during their GCSE exams AND who meet the entry requirements when they receive their GCSE results will be admitted into the sixth form. The Head of Sixth Form will seek feedback from subject teachers to check suitability for students' course choices. Each student will attend an interview with a member of the sixth form team within the school to discuss their chosen learning pathway and ongoing studies within the school.

For external applicants: a reference from the student's previous school will be sought to check suitability for their preferred subject choices and lines of study. Subject to space, places will be allocated to students whose applications indicate they will meet the entrance requirements. Students will be invited for interview, as appropriate, to discuss preferred learning pathways and course choices.

Offer of Places

Successful applicants will be sent offers for a place in Year 12. All offers will be made on the condition of students meeting the course entry requirements above. Students holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer. Guidance will be given to students 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 student 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 student does not have the right to study in the UK.
- Where an applicant has not responded in writing within 14 days of the offer being made.

If you withdraw your application for any reason or wish to decline an offer of a place at Heathcote School you must inform the Director of Sixth Form as soon as possible.

Waiting List

Once one hundred and sixty 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 students 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.
- Students who reside in the E4 postcode, in order of the distance (nearest first) between the Young Person’s permanent address and the school.
- Students 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.
- Students 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

Students 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 students 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 first teaching day in September

Following the first teaching day in September, there will be no normal admission into the sixth form. Students 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 Year 13

Students in Year 12 who wish to continue with their studies into Year 13, must meet the entry criteria outlined below. Where the school has places available, external students who wish to join Year 13 and meet the entry requirements may join Year 13.

Entry Requirements

All offers of a place in Year 13 will be made on condition of students meeting the school entry requirements laid out below:

- All students wishing to advance the second year of A-Levels require a minimum of a 'D' grade in the relevant examination on receipt of their results or
- All students wishing to complete Level 3 Vocational courses must have completed all Year 12 modules; or
- All students wishing to progress from a Level 2 to a Level 3 vocational course must achieve at least a merit in their overall results; or
- In exceptional circumstances, a letter from the Sixth Form Admissions team can confirm a students suitability for continued study into year 13.

Procedure

Following receipt of summer examination results, students who have met the entry requirements above are automatically offered a place in Year 13 to continue their studies.

Students who do not meet the entry requirement into Year 13 will be given guidance about a change of pathway and relevant courses available.

Heathcote School – Contact Details

Address: Heathcote School, Normanton Park, Chingford, London, E4 6ES
Tel: 020 8498 5110
Fax: **020 8529 3935**
Web: **www.heathcoteschool.com**
Email: **Heathcote.school@heathcote.waltham.sch.uk**

Headteacher: Ms E Hillman

Deputy Head of Upper School: Mr J Bookatz

Director of Sixth Form: Mr A McCarney

Head of Year: 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.