



## Sixth Form Admissions Policy (Level 3 Courses)

<b>Governor Committee Responsible</b>		Full Governors	
<b>School Staff member Responsible</b>		Head of Sixth Form	
<b>Policy Type</b>	Statutory	<b>Review Period</b>	Annual
<b>Date Reviewed</b>	Feb 2023	<b>Next Review</b>	Feb 2024

This admissions policy applies to students seeking admission to Year 12 at Ryburn Valley High School and covers admission into Year 13 for those wishing to complete their studies at the school. The total number of places available in Year 12 is 170, with a total 6<sup>th</sup> Form number of 300.

The majority of our students in Year 11 continue with their studies into our school Sixth Form, a place will remain available to these students provided they meet the entry requirements for their chosen course. The school has places available for external students who wish to join Year 12 at Level 3.

(For the Entry Level, Level 1 Vocational Skills and Level 2 provision please see our separate Admissions Policy)

### **ADMISSION TO YEAR 12 (LEVEL 3 COURSES)**

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 – Advanced Levels/Vocational** - For students who have 5 or more GCSE (or equivalent) passes at Level 4 or above. Minimum of a Level 4 in English Language or Mathematics. Some subjects have particular requirements as stated on the school website.

Any student who does not achieve a Level 4 or above in GCSE English language or Mathematics will be required to do the GCSE resit.

In addition:

- the minimum entry requirements specified by the subjects of their choice as stated on the website.
- a supportive reference confirming suitability for Post 16 study and the preferred subject choices.

Once the total cohort reaches 300 or a particular course is fully subscribed, then places for external candidates who meet the entry requirements above will be placed on a waiting list, and will be allocated a place following our over-subscription criteria. Students will be interviewed to assess suitability for their chosen courses.

### **OVERSUBSCRIPTION CRITERIA**

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1) Students who are in public care. (A child who is looked after by the Local Authority in accordance with Section 22 of the Children's Act 1989).

2) Students who have a brother or sister (or step-brother or step-sister living in the same household) attending the school at the time of their admission (i.e 1<sup>st</sup> September of the relevant admission year).

3) Students will then be admitted in the order of proximity of their home address to the School. Proximity will be determined by a measured straight line on a map by an electronic Geographical Information System (GIS), from the front entrance of Ryburn Valley Sixth Form College.

### **APPEALS**

1) Any student refused the offer of a place in the Ryburn Valley Sixth Form College has the right of appeal.

2) Appeals will be conducted in accordance with the procedures set out in the Schools Admissions Code and the Schools Admissions Appeals Code issued February 2010.

### **FALSE INFORMATION**

Where the School has made the offer of a place in the Sixth Form on the basis of a fraudulent or intentionally misleading application, the offer of a place will be withdrawn.

### **ADMISSIONS PROCESS YEAR 12**

Students applying for a place in Year 12 will be invited to attend the Sixth Form Open Evening, an annual event at the school held at a specified date in November/December. (Check the website for details).

### **INTERNAL APPLICANTS**

For internal applicants, the Head of Sixth Form will seek feedback from subject teachers to check suitability for students' course choices. Each student will attend a guidance meeting with a senior member of staff, and their Parent/Carer, to discuss their chosen learning pathway. **All offers of a place in Year 12 will be made on condition of students meeting the course entry requirements.**

### **EXTERNAL APPLICANTS**

Applications for Year 12 external candidates must be completed using the Sixth Form application form, on the website. This should be received in school by the date specified on the website, (check the website/prospectus for details)

Following receipt of a reference, students may be invited to attend a Guidance Meeting, where learning pathways and course choices will be discussed. Following the Guidance Meeting a letter will be sent to the applicant confirming the decision made regarding a place in Year 12. All offers of a place in Year 12 will be made on condition of students meeting the Sixth Form entry requirements.

Students must then either accept or decline the offer. Students holding conditional offers will

have their place on Level 3 courses confirmed following receipt of their GCSE results.

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

**If the application is withdrawn for any reason, the Head of Sixth Form must be informed, and the place will then be offered to another applicant.**

### **ADMISSION TO YEAR 13:**

- The majority of students in Year 12 continue with their studies into Year 13, dependent upon the entry criteria outlined below. The school has places available for external students who wish to join Year 13 dependent upon the entry criteria outlined below and places becoming available following our over-subscription criteria.
- All offers of a place in Year 13 will be made on condition of students meeting the school entry requirements.
- All students wishing to complete their advanced level studies in Year 13 must achieve a **D** grade/Pass grade or better in each of their subjects when they complete their end of Year 12 assessments.
- Supportive comments from relevant subject teachers confirming suitability for continued study at advanced level.

### **ADMISSIONS PROCESS YEAR 13:**

Following receipt of summer mock examination results students who have met the entry requirement 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.

**ALL APPLICATIONS TO THE SIXTH FORM MUST BE RECEIVED BY THE SPECIFIED DATE. HOWEVER IT IS RECOMMENDED THAT APPLICATIONS ARE RECEIVED AS SOON AS POSSIBLE SO AS NOT TO AVOID DISAPPOINTMENT.**

## THE APPLICATION PROCESS

RYBURN VALLEY HIGH STUDENTS	EXTERNAL STUDENTS
<p><b>November/December</b> Sixth Form Information Evening @ 7pm in the Theatre</p>	<p><b>November/December</b> Sixth Form Information Evening @ 7pm in the Theatre</p>
<p><b>January</b> Attend the Sixth Form Taster Day to sample chosen subjects and life in the Sixth Form</p>	<p><b>December – February (half term)</b> Applications received from external candidates and references requested</p>
<p><b>January/February</b> Complete application for Sixth Form</p>	<p><b>February</b> Admissions guidance meetings with a Senior Member of Staff to discuss course choices. Parents are invited to attend this interview, which will take place after school. A conditional offer will then be confirmed in writing. <b>(Conditional offers are based upon students achieving the entry requirements outlined above).</b></p>
<p><b>February</b> Guidance meetings with a Senior Member of Staff to discuss course choices and Post 16 destinations. Parents are invited to attend this interview, which will take place after school. A conditional offer of a place in the Sixth Form will then be given. <b>(Conditional offers are based upon students achieving the entry requirements outlined above).</b></p>	<p><b>May – June</b> Examinations Transition Packs given to all students who have a conditional offer.</p>
<p><b>May – June</b> Examinations Transition Packs given to all students who have a conditional offer.</p>	<p><b>August</b> GCSE Results Day Enrolment onto Post 16 Courses Students are invited into school between 12.00 noon – 1.00pm to discuss their course choices and confirm conditional places</p>
<p><b>August</b> GCSE Results Day Enrolment onto Post 16 Courses. Members of the Sixth Form team and the schools Careers services will be available to discuss course choices and confirm conditional places</p>	<p><b>September</b> Assessment week will take place at the end of September and student's suitability for their chosen Post 16 courses will be reviewed.</p>
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