



## King James's School Federation

### POLICY STATEMENT

# Sixth Form Admissions Policy

Policies last reviewed (date)	March 2025
Ratified by Governors (date)	March 2025
Next policy review due (date)	March 2026
Due for review by Governors (date)	March 2026
Staff Lead	

#### MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by the Sixth Form leads and their teams.

#### Significant revisions since the last review:

No recommended changes. This document still holds up against current guidelines and statutory requirements.

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### Section 1: Transfer from Year 11: Entry Requirements

- 1.1 Existing Year 11 students at King James’s School wishing to remain at school beyond Year 11 into the Sixth Form will be able to do so providing they meet the following minimum entry qualifications.
- 1.2 Entry to Level 3 Advanced Courses requires prior achievement of at least 5 GCSEs at Level 4 and above including grade 4 or above for English and Maths. Prospective students should take note of advice concerning demands of individual courses and the skills required. Please also note that although the above defines the basic entry criteria for Level 3 provision at King James’s School, each subject has its own set of specific entry criteria which must be met. These are clearly indicated in the Sixth Form prospectus.
- 1.3 Students must demonstrate through their attendance, behaviour, and attitude to learning that they are suited to studying Level 3 courses.
- 1.4 In very exceptional circumstances (e.g. a student arriving from abroad with non-UK qualifications), the Headteacher reserves the right to offer a place to a student who we feel are both suited and academically capable of completing Level 3 courses but who do not have the full desirable entry requirements.

### Section 2: Year 12 Entry

- 2.1 Students attending other schools in Year 11 can apply for places in Year 12 at King James’s School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications as those set out above for existing pupils. This includes both academic criteria plus attendance, behaviour, and attitude to learning (established through the completion of a reference from the current or most recent school).
- 2.2 Following any formal Consultation procedures, The Governing Body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with an Educational Health Care Plan (EHCP) that names the school (unless the school feels that direction from NYCC is required). This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom an Educational Health Care Plan (EHCP) has been issued and which has taken account of the Year 12 entry requirements.
- 2.3 **If, following the admission of young people where the school is named in the Educational Health Care Plan (EHCP), the number of applications to join the school for the first time exceeds the**

**published admission number (equivalent to 270 or the population of the progressing Year 11s, whichever is greater) and further places cannot be provided, then the following oversubscription criteria will apply:**

ORDER OF PRIORITY		Notes
1	Young people in Public Care for whom an application has been submitted	<i>This applies to all looked-after young people, including those who are in the care of another local authority.</i>
2	Young people who will have a sibling on the school roll in September 2025	<i>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</i>
3	All other young people	

- 2.4 Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.
- 2.5 Tie break: If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to the school. Distance measurements are based on the nearest walked route from the applicant's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.

### **Section 3: Admissions Process**

- 3.1 Where possible, applications should be submitted by the date given in the Sixth Form prospectus for the year into which a student wishes to be admitted enabling us to plan courses effectively.
- 3.2 Late applications are accepted, but as time goes on the timetable becomes less flexible and therefore options will be reduced. In the event of a late application, if a subject is deemed 'full' due to large numbers a student may be asked to make alternative choices. New student enrolments close in October of each academic year.
- 3.3 The final Sixth Form curriculum is subject to change based on student numbers throughout the application process. We are unable to guarantee all subject combinations. We reserve the right to withdraw a course if there are insufficient numbers of students. In these cases, applicants will be informed, and suitable alternatives investigated.
- 3.4 There will be a full programme of mentoring and discussion to ensure that all students are aware of the opportunities available to them, with guidance as to the most appropriate courses. Individual meetings with members of the Sixth Form team are available for both internal and external students and their parents throughout the academic year.
- 3.5 Key stages in the admissions process include:

Autumn/Spring Term of Year 11	<ul style="list-style-type: none"> <li>Existing King James's students receive information through form time and assemblies, culminating in a Taster day of Sixth Form subjects in February.</li> </ul>
Mid-January	<ul style="list-style-type: none"> <li>Open Evening for all prospective students and their parents, including a presentation by the Director of Sixth Form and an opportunity for individual discussion with subject staff, pastoral staff and current Year 12 and 13 students.</li> </ul>
Feb/March/April	<ul style="list-style-type: none"> <li>Taster day and Form time breakfast visits.</li> <li>Submission of application forms, to allow for curriculum planning the timetable. In the event of a course being unviable, students will be informed as soon as possible.</li> </ul>
Spring/Summer terms	<ul style="list-style-type: none"> <li>Students who are new to the school (and their parents) are welcome to have an individual meeting with a member of the Sixth Form team to discuss their application in detail.</li> <li>Existing students have a meeting with a member of the Sixth form team, or senior member of staff.</li> <li>The careers co-ordinator will be available to provide information on course options where required.</li> <li>Students starting King James's in Year 12 are invited to attend a new student induction day after their GCSE examinations have finished.</li> </ul>
August	<ul style="list-style-type: none"> <li>GCSE results are published. Sixth Form staff are available on GCSE results day for advice and guidance.</li> </ul>
September	<ul style="list-style-type: none"> <li>Enrolment and induction during the first week in September.</li> </ul>

- 3.6 King James's School is an open access Sixth Form. There is no formal selection process, prospective students and their families are not interviewed, and references are only requested for external students. A student's full school record will be requested upon enrolment.
- 3.7 If an application to Year 12 is refused, there is a statutory right of appeal to an independent appeal panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Appeals may be lodged by either the parent/carer or the student.

## **Section 4: Transition from Year 12 to Year 13**

- 4.1 It is anticipated that all Level 3 students will enrol in Year 12 for two years. We will always attempt to use individual support and intervention to address students who fall below our Sixth Form student expectations. However, where a Sixth Form student's attendance, conduct and/or attitude to learning is not in line with expectations, despite multiple warnings and support, King James's School will notify the student and parent or carer, that his or her place in the Sixth Form is in doubt. Similarly, where a student's performance in assessments suggests that they are not able to cope with the demands of the course, the student and parent or carer will be notified that continuation may not be appropriate or in the best interests of the student. We will endeavour to support and intervene to ensure that all students have the best chance to succeed. Students are expected to

engage with this support as highlighted in 4.2 below. In rare cases, where students refuse to engage with support and/or fail to attend school, the King James's Sixth Form team and the Careers Co-Ordinator will discuss this issue with the student and parents or carer and explore alternative options to help maximise the student's opportunity for success and progression in the future.

- 4.2 We will always attempt to use individual support and intervention to address students who fall below our Sixth Form student expectations. In such cases, we expect the student to engage positively with the support and intervention and respond with improved behaviour, attendance, progress and/or attitude to learning. Students in this situation will be provided with the supported to succeed. Engagement in this intervention will be monitored and any student who fails to engage with the intervention will be supported to explore more appropriate alternative options with greater chance of success. This will be supplemented with the support of the school careers advisor and any other appropriate party. (More detailed information regarding Sixth Form student expectations can be requested by contacting the Sixth Form Administrator).
- 4.3 Unless circumstances are exceptional, there will be no opportunity to repeat year 12 or 13.