



Heathcote School and Science

Sixth Form Admissions Policy

Approved by the Governing Board: Autumn 2023

To be reviewed: Every 3 years

Next review date: Autumn 2026

Sixth Form Admissions Policy

Academic Year 2024-2025 cohort

Context

Heathcote Sixth Form has an exciting and varied range of A-Level and Level 3 BTEC. In addition, we currently offer 20 A' Level courses and a range of vocational course, 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 and attendance.

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 250 pupils in the Sixth Form. The admissions number for Year 12 is dependent on the number of pupils in Year 13. For 2024-2025 applicants, Heathcote Sixth Form will be able to offer 130 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.

We welcome applications from both internal and external candidates. However, priority will be granted to pupils currently in Year 11 at the time of application.

Typically, pupils undergo a two-year Sixth Form program. In exceptional situations, pupil may have the opportunity to repeat Year 12 if space permits and all relevant criteria are met. However, such cases will be evaluated on an individual basis and are considered only under exceptional circumstances. Furthermore, meeting our entry requirements does not guarantee a place in Year 12, and pupils cannot re-sit the same subjects as they did before.

Prospective Year 12 pupils wishing to retake are required to complete the standard application process. It is crucial to highlight that applications will be reviewed only after the publication of August GCSE exam results.

Year 12 repeat pupils may join a waiting list, where priority of places will go to Year 11 students (internal and external).

We occasionally receive applications from students seeking to transfer to Heathcote at the end of Year 12 from another school to complete Year 13. Unfortunately, we do not consider any transfer applicants for Year 13.

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.

Pupils must also choose pathways that match their academic outcomes.

Basic academic entry requirement

A-Level:

To study A Levels pupil must fulfil all the following conditions.

Condition 1: To secure 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. 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 or the grade indicated on the course entry. In some cases, an equivalent subject with a similar skill set will be considered as an additional measure, which is not part of the core GCSE curriculum.

Condition 3: For some subject's pupils need two or more grades. For example, 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 secure their chosen study programme.

Level 3 BTEC:

To study Vocational (BTEC) course pupil must fulfil all the following conditions.

Condition 1: To secure 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: Pupils who achieve 5 GCSEs grade 9-4 but don't achieve one of the core subject will be limited to selecting only BTEC triple award course on offer.

Condition 3: 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. Pupils not achieving a Grade 4 in English or Maths can not opt for a mixed pathway.

Foundation year (bridging)

Condition 1: To secure a place at Heathcote Sixth Form, all pupils must hold at least 3 GCSE grades at 9-4 GCSE. Not including Mathematics and English.

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.

No entry

It is essential to note that no entry will be granted to any pupil with a prior Permanent Exclusion (PEX) from another educational institution.

Additionally, admissions may be denied for a pupil who presents a safeguarding concern.

While the school will apply the same academic entry requirements for external applicants as for internal applicants, the school retains the right to deny admissions to external candidates based upon references and the interview.

External applicants to the 6th Form will need to provide the following evidence:

- a) Proof of date of birth
- b) Proof of address

Progression into Year 13

Places in the 6th Form in Year 13 will be allocated to all pupils who successfully complete Year 12.

This will be determined by their overall attendance and passing their assessments throughout the year, including the end of year examinations. In exceptional circumstances pupils may be allocated a place in Year 12, rather than Year 13 so that they can repeat courses

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.
- Candidates with an Education, Health, and Care Plan (EHCP) or special educational needs and disabilities (SEND), admission decisions will be made in consultation with the borough's relevant authorities to ensure appropriate support is available.
- 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.

Appeals must only take place following the receipt of GCSE results and enrolment to facilitate an informed assessment. This ensures that the appeal process is conducted with the most up-to-date information available.

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.

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

Applicants will be assessed and, if selected for an interview, will have the opportunity to discuss their application, including whether they meet individual subject entry requirements, and explore their suitability for the course.

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 130 (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.