



Norlington School and 6th Form



LGB Policy Name & Reference	6 th Form Admissions Policy	
Review Frequency:	3 Year or in response to change in legislation or Government Policy	
LGB Approval Body:	Full LGB Governing Body	
LGB Governor Responsible:	Gwyneth Hammond	
Date of Last LGB Academy Review:	July 2020	
Date of Next LGB Academy Review:	September 2023 or in response to changed legislation	
Other Key Staff or Partners:	Carl Wadey, Head of 6 th Form	
Appendices:	N/A	
Related Legislation and Guidance:	<u>School Admission Appeals Code</u> : Statutory guidance for school leaders, governing bodies and local authorities, February 2012 <u>School Admissions Code</u> : Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels, December 2014	
To be Read in Conjunction with LGB Academy Policy:	Norlington Admissions Policy Equalities Statement	
Signed on behalf of [the name of the individual academy]	Date:	No of Pages in addition to this Cover Page: 3



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6th Form Admissions Policy

1. Introduction

- 1.1 The purpose of this policy is to ensure that individual Academies within The Exceptional Education MAT have clarity on the admissions criteria and related processes for student entry to the 6th Form.

2. Aims

- 2.1 The aim of the Academy's 6th Form Admissions policy is to ensure that the admissions process to Norlington 6th Form is fair, accessible and clear.
- 2.2 The aim of this policy is to ensure that all students who attend the 6th Form can be placed on appropriate courses where they are likely to succeed.
- 2.3 To maintain the good reputation of The Exceptional Education Trust and its Academies by implementing this policy fairly and consistently in all instances to limit any complaint against the Trust of the Academies within it.

3. Responsibilities

- 3.1 The Multi Academy Trust Board of Directors is responsible for ensuring that the Local Governing Bodies of the Academies within the MAT have an Admissions Policy in place and that there is fairness and consistency.
- 3.2 The Local Governing Body (LGB) of Norlington School and 6th Form is responsible for adopting a clear 6th Form Admissions Policy; this may be delegated to a sub-committee of the full LGB and is named on the cover page for this policy. If there is a named Local Governor who is responsible for this policy, he or she is named on the cover page for this policy.
- 3.3 The Principal is responsible for ensuring that working arrangements allow for the full implementation of the Admissions Policy, that all employees are aware of the policy and related procedures and comply with legal requirements.
- 3.4 The Head of 6th Form is responsible for the implementation of the Admission Policy. In particular, they are responsible for applying the admissions criteria and application process as outlined below.
- 3.5 Staff are responsible for ensuring their familiarity with and understanding of the Admissions Policy and comply with it when carrying out their duties. Where the policy or related procedures are not understood, it is the responsibility of staff to direct questions to the named member/s of staff named on the cover sheet of this policy.

4. Policy Statement

- 4.1 Norlington School and 6th Form is a local community school and will consider all applications from students who wish to attend the 6th Form.
- 4.2 Norlington 6th Form will continue to operate an open access policy, however, will specialise in advanced course provision. We will endeavour to offer the best advice and guidance to prospective students regarding the suitability of courses to meet their needs to ensure their success in the 6th Form.
- 4.3 The criteria for entry to the 6th Form will be a minimum of five GCSEs including English and Mathematics at grade 5 or above and that the student meets the specified entry requirements for each individual subject/course as specified in the 6th Form prospectus. The entry criteria apply equally to internal and external applications.

5. Admissions Criteria

- 5.1 GCSE Performance
 - a) Each course and subject in the 6th Form has specific entry requirements. This ensures that students are matched to courses on which they are most likely to achieve success.



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- b) Access to an Advanced course requires a minimum of five GCSEs including English and Mathematics at grade 5 or above in at least 5 different subjects.
- c) A minimum of grade 6, but preferably higher, is required in most subjects chosen for further study at Advanced level or, in the case of subjects not previously studied, in a related discipline.

6. Appropriate Course Must be on Offer

- 6.1 We cannot necessarily offer all subject combinations, but we will use subject preferences from applicants to build our curriculum offer.
- 6.2 By 'appropriate course' we mean that we are both able to offer the combination of subjects the student wishes to study, and the student has met the subject specific entry requirements as specified in the 6th Form prospectus. However, it should also be noted that there may be a limit on the number of places available on any particular course.

7. Internal Students

- 7.1 All internal students who meet the above criteria will be offered a place in the 6th Form.

8. External Students

- 8.1 Norlington 6th Form admits students who are studying elsewhere in Year 11.
- 8.2 The 6th Form is mixed gender and we welcome applications from both male and female students in Year 11.
- 8.3 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. Reasons for denying admissions may include previous behaviour that meets the permanent exclusion criteria as set out in the behaviour policy.
- 8.4 External applicants to the 6th Form will need to provide the following evidence:
 - a) Proof of date of birth
 - b) Proof of address

9. Application Process

- 9.1 All Year 11 students who would like to apply need to register at <https://norlington.applicaa.com/year12>
- 9.2 The application process is then as follows:
 - a) Complete online application form and reference
 - b) If the student meets our entry requirements, as stated above, they will be invited for interview
 - c) Students receive a conditional offer which is based on them achieving our minimum entry requirements, as stated above, in their GCSE exams.
- 9.3 Incomplete applications may be deleted from the system if there is no response from reminder emails and they remain inactive after 28 days

10. Year 12 Repeats

- 10.1 Under special circumstances, we may accept students into Year 12 to repeat the year, after they have already completed Year 12 at a different 6th Form/College
- 10.2 Year 12 students who would like to repeat Year 12 at Norlington 6th Form will go through the same application process as described above; however, they are not guaranteed a place in Year 12 just based on meeting our entry requirements.



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

11. Progression into Year 13

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

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

12. Appeals

12.1 Parents/Carers have a right of appeal to the school governors if they are dissatisfied with an admission decision of the school.

12.2 The appeals process will involve a written submission to the Principal followed by an appeals meeting with three governors.

12.3 A written response will be provided to parents/carers within 10 days of the appeals meeting.