



Archbishop Holgate's School

A Church of England Academy

ADMISSIONS POLICY FOR SIXTH FORM SEPTEMBER 2018

This policy explains the procedure for requesting a place in Sixth Form September 2018.

Approval Date: January 2017
Next Review Date: January 2018
Member of staff responsible: Headteacher

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy

Admissions Policy for Year 12 in September 2018

Introduction

Archbishop Holgate's is a Church of England Academy serving the whole community in which it is set. It is committed to giving its students the best possible educational opportunities whilst living Christian values into being, within the tradition of the Anglican church. From its foundation in 1546, Archbishop Holgate's has welcomed applications from both its local community and a wider area.

The Governing Body is the Admissions Authority for Archbishop Holgate's School and is therefore responsible for the admission of students to Year 12 (post-16 provision) at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

Admission to Year 12

Admission to Year 12 will be from

- (a) students in Year 11 at Archbishop Holgate's School; and
- (b) students from outside Archbishop Holgate's School.

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools. All applicants must submit an application form to the school. Applicants for Foundation places (see below) must submit, with their application form, a reference form from a minister of religion or faith group leader. Christian churches are defined as churches belonging to Churches Together in Britain and Ireland.

The entry requirements for admission to Year 12 shall be the same for students on roll in Year 11 at the school and external applicants.

Sixth Form students will be admitted at the start of the Autumn Term in each school year although there may be some occasions when students transfer during an academic year.

Foundation places

The qualifying threshold for consideration for a Foundation place will be one year's attendance at worship at a regular public service by an active worshipping family (i.e at least one parent, carer or applicant immediately prior to the application).

- 1 An applicant "at the heart of the church" – (a member of an active worshipping family from which at least one parent or carer (a carer may be a close family member) is a regular worshipper, by which is meant one who worships at a regular public service at a Christian church on average at least twice a month in the year immediately prior to the application. Within this category, the worshipper may be one or both parents or carers, or, provided the minimum threshold for consideration for a Foundation place is met, the student for whom the application is made.
- 2 An applicant "attached to the church" – a regular but not frequent worshipper, by which is meant a parent, carer or applicant who attends worship at a regular public service at a Christian church on average at least once a month in the year immediately prior to the application or is regularly involved in a weekday church activity including an element of worship.
- 3 An applicant "known to the church" – not a regular but an occasional worshipper, by which is meant a parent, carer or applicant who attends worship at a regular public service at a Christian church at least six times in the year immediately prior to application. This may be through uniformed or other church organisations.
- 4 An applicant attending less frequently than any of the above.

Archbishop Holgate's School welcomes applications from active worshipping families from other major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism).

Minimum entry requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Automatic entry onto Level 3 courses includes students achieving 5 x A*-C or equivalent at GCSE alongside a grade 5 or above in English and Mathematics. Students with either English and/or Mathematics at grade 4 or below will have individual meetings with senior staff to determine the most suitable pathway within the Sixth Form.

All students applying for the Work Skills programme will have individual meetings to determine if pathways are available.

The Academy will admit all students having statements of special educational need (SEN) or Education and Health Care Plans (EHCP) which name Archbishop Holgate's Academy, and who meet the minimum entry requirements.

Oversubscription criteria

If the number of external applicants for Year 12 exceeds the number of places remaining within the published admission number, after the admission of any external students with a statement of SEN or an EHCP in whose statement or EHCP the Academy is named, and who meet the academic entry criteria, the following oversubscription criteria will be applied in the order shown to applicants who meet the academic entry criteria:

- 1 Looked after children and previously looked after children (A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions at the time of making an application to a school). Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 2 Students considered by the Governors to have exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion are advised to consult the school in advance about its suitability for their child, and must provide professional supporting evidence, in writing, from a doctor, specialist health professional, or social worker, setting out the particular reasons why this school is the most suitable for the child, and the difficulties that would be caused if the child had to attend another school.
- 3 Students meeting the criteria for a Foundation place.
- 4 Students living in the area normally served by the school
(The area normally served by the school is the school's priority admissions area as defined by the Local Authority and as set out in its Guide for Parents. 'Living in the area' is defined as the student being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)
- 5 Students having a sibling attending Archbishop Holgate's Church of England Academy at the time of their proposed admission.
('Siblings' are defined as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters.)
- 6 Any other students.

Tie-breakers

Foundation place tie-breaker: If there are more applicants than places available within criterion 3 (Foundation places), highest priority will be given to those “at the heart of the church”, followed by those “attached to the church”, then those “known to the church” and lastly any other applicants meeting the qualifying threshold for consideration for a Foundation place, as defined above.

General tie-breaker: If there are more applicants within any given qualifying criterion than there are places remaining, or if the Foundation tie-breaker does not distinguish between two or more applicants with equal priority for the remaining place, the places for these applicants will be allocated to students with the closest safe walking route. (*'The closest safe walking route' is defined as the distance from the home to school as measured from the home address to the nearest entrance to the school site using the Local Authority's computerised measuring system.*)

Final tie-breaker: If the above tie-breaker does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

Appeals

Any student refused the offer of a place at the Sixth Form has the right of appeal to an independent appeals panel.

Late applications

Late applications will be considered up to the end of the second full week of the Autumn Term.

False information

Where the school has made the offer of a place at the Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place post-16 to a student with a stronger claim, the offer of a place will be withdrawn. The application will be considered afresh, and a right of appeal offered if a place is refused.

Waiting list

In the case of oversubscription, students may wish their application to be held on a waiting list which will be maintained until 31 December at the end of the Autumn Term. The Academy's waiting list will be ranked in accordance with the oversubscription criteria set out above.

Timetable for admissions

1	Student completes application	December 2017
2	School accepts application and this is communicated to parents	December 2017
3	Application processed and invitation to interview	January 2018
4	GCSE results published	August 2018
5	Admission confirmed or refused	August 2018
6	Independent appeals	September 2018

Students can apply up to the start of the courses but it is helpful to receive early applications as above.

Address for correspondence

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Policy approved: January 2017