Year 12 Admissions Policy

(Nailsea School statutory policy)

Policy Adoption Date: June 2012

Next review date : June 2013

<table>
<thead>
<tr>
<th>Responsibility for Policy</th>
<th>Name</th>
<th>Signature</th>
<th>Sign Off date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headteacher</td>
<td>David New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Committee Chair</td>
<td>David Ray</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Year 12 Admissions Policy

1. **Rationale:**
1.1. The school requires an admissions policy for 16+ students in order to avoid a situation whereby it cannot provide accommodation or curriculum for all of the students who are eligible for spaces.

2. **Purpose:**
2.1. to provide guidelines for prioritising places for students who have applied for the sixth form at Nailsea School, in the event of oversubscription for places.
2.2. to provide guidelines as to the appropriate entry requirements for different levels/ types of qualification
2.3. to provide guidelines as to the process and procedures for application.

3. Guidelines:

3.1. Nailsea Sixth Form offers a range of courses to levels 2 and 3 within the National Qualification Framework (NQF). GCE AS/A2 courses and Btec Nationals comprise the courses to level 3; Btec First Diplomas and GCSE retakes comprise the level 2 courses, subject to student demand.

3.2. The maximum admission number to Year 12 is 200 and this may include up to 20 students from other schools. There may be a limit to the number of places available on particular courses, subject to the availability of specialist teaching and accommodation.

3.3. Entry Requirements:

3.3.1. To study courses to level 3 students should have gained at least 5 GCSE (or equivalent) passes at grade C or above. In addition, individual AS courses may have subject-specific GCSE grade requirements for entry, as stated in the subject outline pages of the Sixth Form prospectus.

3.3.2. For courses leading to level 2 qualifications students should have attained at least three GCSE (or equivalent) passes at grade D or higher.

3.3.3. In the event of the Sixth Form or particular courses being under-subscribed these requirements might be reduced, though they are set in the light of experience as a guide to the prior attainment needed for likely success in post-16 courses.

3.4. Application:

3.4.1. The Sixth Form prospectus and applications forms will be available in Term 2 of the academic year prior to starting. These are available to all students in academic year 11 of Nailsea and to other schools on request.

3.4.2. All prospective Year 12 students are encouraged to attend our sixth Form Subject Fair

3.4.3. The closing date for the first round of applications will be set annually and published in the school calendar. Applications made after the published date will be considered though the choice of courses and subject combinations may be restricted, depending upon demand.

3.4.4. Students from other schools are welcomed into Nailsea Sixth Form, the entry requirements for these students being identical to those applying from Nailsea School Year 11.

3.4.5. Application may be made at any time, even after the start of the academic year in question, though such applications made later than Christmas are not likely to be accepted owing to the amount of the courses that will already have been covered by then and its impact upon likely success.

3.5. Over-subscription:
3.5.1. In the event of applications which meet the entry requirements exceeding capacity (i.e. the overall maximum number for Year 12 entry) the following criteria will be used to grant admission:

3.5.1.1. Students who are “Looked After” (as defined by the Children Act 1989(b) section 22) at the time of making the application, and who will still be “looked after” at the time of being admitted, will be given priority.

3.5.1.2. Students with a sibling already attending Nailsea School will be admitted next.

3.5.1.3. Students living closest to the school, distances being measured in a direct line between the address points of the child’s home and the main school entrance indicated on the Authority’s computerised system, will be admitted next.

3.5.1.4. In the event of the number of students meeting these criteria exceeding the maximum admission number, names of such students will be drawn at random, as in a lottery.

3.5.2. No student will be denied a place by a single member of Nailsea School acting alone, but only by a committee of staff or governors, with relevant powers delegated by the full governing body.

3.5.3. If a student is not successful in gaining a place, reasons will be given in writing. Students and parents have the right to appeal to an appeal panel.

4. Reviewing this Policy:

4.1. This policy will be reviewed annually and will next be reviewed in March 2013.

4.2. The chair of the governors’ Education committee and Assistant Headteacher 16-19 are responsible for this policy.

5. Related documents:

5.1. A guide to the Law for School Governors: Community Schools February 2011

5.2. Nailsea School 16-19 Bursary Policy

6. Procedures:

6.1. The date of the Subject Fair is on the school calendar and website and the event is advertised in the local press as well as within Connexions literature.

6.2. Application Forms and Sixth Form Prospectus are available on request at reception or on the Website.