



## Sixth Form Admissions Policy

"I have come that they may have life, and have it to the full."

John 10: 10

The Governing Body of Saint Cecilia's Church of England School operates an open Sixth Form, accepting both its own pupils and those from other secondary schools without reference to their religious commitment, but who have shown a specific desire in their application to continue their education in a church school, as well as a willingness to contribute to the school's Christian ethos. The Sixth Form is a place of learning and a place of personal development. Students are provided with a first-class experience as they develop into young adults and prepare for Higher Education or the world of work. With greater flexibility and greater responsibility, students are expected to act as positive role models for younger pupils in the school so that they, in turn, also aspire to become a part of the Sixth Form. Year 11 pupils who wish to apply for one of the Year 12 places available each year will need to fulfil the General Conditions of Entry together with the minimum academic requirements shown below. Applications from external candidates are also welcomed and the minimum number of external applicants likely to be admitted is 10.

### **General Conditions of Entry**

Places will be offered providing the following General Conditions are met:

- Saint Cecilia's Church of England School Sixth Form is able to provide a suitable course.
- The applicant meets the Minimum Academic Requirements.

### **Minimum Academic Requirements**

The school will publish specific criteria in relation to the minimum academic entrance requirements in the Sixth Form Prospectus for the range of courses available, based on GCSE qualifications or other measures of prior attainment.

### **Application Process**

All prospective students are welcome to attend the Sixth Form Open Evening in the Autumn Term, where they will be able to meet staff and collect specific subject details. Prospective students are invited to request a Consultation Meeting. All prospective students are treated equally and are offered a Consultation to ensure that they are matched to the courses that will most likely lead to their future success. The Consultation will be an opportunity for a prospective student to discuss suitable courses and engage with the concept of Post-16 education at Saint Cecilia's Church of England School. This is an opportunity for the prospective student to express their preference and discuss the potential advantages and disadvantages of specific combinations of subjects.

Following the Consultation, prospective students are invited to submit an Application to the Sixth Form indicating their chosen combination of subjects. Provided the applicant meets the General Conditions of Entry, a provisional offer will be made which lays down the Conditions of Entry. Once

GCSE results are known, those applicants who have met the minimum academic requirements and any other conditions of the offer will have their provisional offer confirmed. Acceptance of the offer must be confirmed by the date specified in the Offer Letter, otherwise the place may be withdrawn. Whilst the school endeavours to run all the courses on offer in the Sixth Form Prospectus, should a course be significantly undersubscribed it may not be feasible for it to run. If this is the case, parents/carers will be informed in writing before the end of the Summer Term.

### **Progression from Year 12 to Year 13**

Progression from Year 12 to 13 is dependent upon achievement in Year 12.

### **Admission of children outside their normal age group**

Children are educated in school with others of their age group. However, in exceptional circumstances, parents/carers may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### **International Students**

International students are required to meet the Minimum Academic Requirements to study at Saint Cecilia's Church of England Sixth Form. IGCSEs or equivalents are accepted. Should a candidate not have an equivalent exam result, they will need to take English and Maths GCSE in the November of the first term of Sixth Form and require a 4 or above in each. International students also need to satisfy the General Conditions of Entry regarding a suitable reference and records of Year 11.

### **Special Educational Needs and Disability**

In line with the Equality Act 2010, applications are welcomed from all candidates, regardless of ethnicity, religion, disability, long-term medical condition, or special educational need. Parents of a candidate with a disability, long-term medical condition, or special educational need should let the Admissions Manager know at the time of application, to allow considerations to be made for the Consultation meeting. Applicants with an Education, Health and Care Plan, will need to have consultation process with the relevant local authority.

### **Looked after Children**

Should the Sixth Form be oversubscribed, and there are not enough places for all those who meet the conditions of their offer, priority will be given to Looked After Children. Looked After Children are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, religious organisation, or any other provider of care whose main purpose is to benefit society. Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

## **Appeal arrangements**

Applicants refused a place at the school will have the right to appeal against the decision to an independent admission appeal panel established under the School Standards and Framework Act 1998. Appeals must be received within 20 school days of receipt of the letter refusing a place at the school.

Should an appeal be unsuccessful, the Governing Body will not consider further appeals from those applicants within the same academic year unless there have been significant and material changes in their circumstances. If you wish to appeal, please download an Appeal Form from the Admissions section on the school's website or contact the school's Admissions Officer to request a form.

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