



The Crossley Heath School

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ADMISSIONS POLICY FOR ENTRY INTO THE CROSSLEY HEATH SIXTH FORM SEPTEMBER 2023

THE CROSSLEY HEATH SCHOOL ACADEMY TRUST
8225755

Version Control

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ADMISSIONS POLICY FOR ENTRY INTO SIXTH FORM SEPTEMBER 2020

Responsibility:	Director of Sixth Form
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1. General Principles

At the Crossley Heath School we offer a range of A level subjects and our policy is to ensure that all students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. All students in Year 11 will be encouraged to apply for the sixth form and a place will be guaranteed to all those who meet the entry requirements. We also accept applications from students wishing to transfer to Crossley Heath from other schools. In all cases the same admissions criteria will apply. We have a Planned Admission Number (PAN) of 30 for external admissions and we expect to admit a total of approximately 130 students into Year 12. The PAN may be exceeded if the preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements.

Multiple births or children with birth dates in the same academic year

Application for places is based on meeting the individual meeting entry and eligibility requirements. No guarantee of a place is given to students with either the same birth dates or children born in the same academic year from the same family.

2. Academic requirements

- ❖ GCSE English and Maths at Grade 4 or above.
- ❖ At least three GCSEs at grade 6 (which may include English and Maths)
- ❖ Specific subject requirements as specified in the prospectus.
- ❖ Full course, Level 2 qualifications (including applied GCSEs and BTECs), whatever the size, will count as one GCSE.
- ❖ ICT OCR National Level 2 will count as one GCSE.

3. Applying for entry into the sixth form

All students must apply via the school's online application form. This should be submitted no later than the published deadline. This will be 12/02/23 for entry in September 2023. Decisions regarding the offer of sixth form places will be made by the Admissions Committee and are based on the student's predicted grades, which are supplied directly by the current school.

Where sufficient places are available, offers will be made to all students meeting the criteria. If numbers exceed the published PAN or courses are oversubscribed, then places are offered according to the oversubscription criteria as published in section 4. Where a course is over-subscribed, places will be offered to candidates with the highest predicted GCSE grade in that subject.

Students are required to accept or decline the allocated place online via the link sent with their offer letter. Failure to respond may result in the offer of a place being withdrawn.

All subjects are offered subject to there being sufficient interest in a course to make it viable. Where a subject is withdrawn, students will be notified, in writing, no later than May half term. Advice and guidance regarding alternative subjects will be available to all students in this position.

Similarly, very occasionally, a student will choose two subjects which are subsequently timetabled in the same option block i.e. a clash occurs. In this case the student will be notified, no later than May half term, and guidance provided on alternative options.

Following GCSE results, all students meeting requirements must confirm they wish to take up their Sixth Form place and register with the school. All students are required to start on the first school day following 1 September.

4. Oversubscription criteria

Once the academic criteria for admission have been met, places will be allocated according to the following over-subscription criteria:

- ❖ Children who are looked after or previously looked after.
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) immediately following having been looked after.
- ❖ Children with statements of SEN or an EHC Plan that name a school in the statement are required to be admitted to the school that is named subject to meeting the academic requirements for the course.
- ❖ Year 11 students currently on roll within the school
- ❖ Any remaining places will be allocated in rank order to those students who have the better performance predicted at GCSE.

5. Waiting List

A waiting list will be held by the school and offers will be made as places become available. Offers will be made subject to spaces being available on the courses requested. Alternative courses will be discussed where a student's first choice is not available.

6. Late Applications

If an application is received after the deadline, and before the date students are notified of places, this will be considered 'late'. Late applications will be considered after the main allocation of places and notified after the main allocation date, unless exceptional circumstances apply e.g. hospitalisation of a parent or a family has just moved into the area. In such instances evidence will be required. Applications received after the start of the school year will only be considered if places on the requested courses are available, the student meets the academic requirements of the course and the student is judged able to make up any time missed.

7. Appeals Process

If an application is refused there is a statutory right of appeal to the school's Independent Appeal Panel. Appeals may be lodged by either the student or by their parent/guardian. Further details of the appeal process are available by contacting the school.

8. Entry into Year 13 for external applicants

Applications from students into Year 13 will be considered only in exceptional circumstances and admission is at the discretion of the Head Teacher.

9. Repeat Years

The Crossley Heath Sixth Form does not offer repeat years (of Y12 or Y13) to students who have previously studied in other UK funded post-16 institutions. The only exception is for students with an EHCP plan, in which case the individual circumstances will be considered by the Head Teacher who has the discretion to admit the student.

Crossley Heath students have no automatic right to repeat Y12 or Y13. In exceptional circumstances a student may be granted permission to repeat Y12 or Y13 or to extend their two-year programme of study to 3 years. These circumstances include:

- Severe and prolonged ill health
- Significant SEND
- Significant family circumstances likely to have had a severe adverse effect on the progress of the student.

Repeat years are granted at the discretion of the Head Teacher.

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PLEASE NOTE THAT THE OFFER OF A PLACE WILL BE WITHDRAWN IF THE OFFER WAS BASED UPON FALSE OR MISLEADING INFORMATION

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