



Green Spring
Academy
SHOREDITCH

Sixth Form Admissions Policy 2018

Recommending Body:	LAB
Approval Body:	LAB
Approval Date:	26 th October 2017
Implementation Date:	30 th October 2017
Review Date:	Spring 2018
Status:	Approved
Policy Version:	V1

SIXTH FORM ADMISSIONS

FOR ENTRY IN SEPTEMBER 2018

Introduction

Green Spring Academy Shoreditch (“the Academy”) is part of a multi academy trust, Green Spring Education Trust (“the Trust”). The Trust is the admission authority for the Academy and, as such, is responsible for setting and formally determining the admission arrangements each year for the Academy. The Trust delegates this responsibility to the Local Advisory Body of the Academy.

It is open to both current Year 11 students and external candidates to apply for places in Year 12 (the Sixth Form) at Green Spring Academy Shoreditch.

Definition of "Parent"

A “parent” is widely defined in education law to include not only a natural or adoptive parent of a candidate/student (regardless of whether they live with, or have contact with, the candidate/student, or have parental responsibility for the candidate/student), but also non-parents who have care of the candidate/student, or has parental responsibility for the candidate/student. Accordingly, wherever the term “parent” is used in this policy, this will include all persons falling within this definition.

Published Admission Number (“PAN”) for External Candidates

The published admission number for external candidates seeking a place in Year 12 (sixth form) is 10 students.

Once the number of current Year 11 students transferring to Year 12 is known, it may be possible for the Academy to admit external candidates over the PAN. External candidates should not, therefore, be deterred from applying for a place.

Year 11 Students at Green Spring Academy Shoreditch

Students who are already in Year 11 at the Academy do not have to formally apply for admission, as they will simply transfer to Year 12 if they achieve the minimum academic entry criteria set out in Appendix 1 of this policy. Year 11 students will still need to complete an Application Form in order to confirm their course choices and predicted grades.

External Candidates

External Candidates must formally apply for admission to Year 12 by completing an Application for Admission to Year 12 Form, which will then be processed by the Local Advisory Body in accordance with this policy and the School Admissions Code 2014.

Candidates with a Statement of Special Educational Needs or Education Health and Care Plan which Names Green Spring Academy Shoreditch

Candidates with a statement of special education needs (“SEN statement”) or education health and care plan (“EHC plan”) which names Green Spring Academy Shoreditch are dealt with under separate procedures rather than under this policy, and will automatically be admitted to Year 12 if they achieve the minimum academic entry criteria.

Equality

The Academy is fully inclusive and welcomes applications from students with special educational or additional needs, or with a disability. The Academy understands its responsibilities under the Equality Act 2010 and, in particular, the need to eliminate prohibited conduct, advance equality of opportunity and foster good relations between those who have a protected characteristic (as defined by the Equality Act 2010) and those who do not. In addition, the Academy recognises its responsibility to make reasonable adjustments to avoid substantial disadvantage suffered by students with a disability.

General Procedure

Applications must be made by completing an Application for Admission to Year 12 Form, which is available from the Academy’s main office, or can be downloaded from the Academy’s website.

Candidates must complete the relevant parts of the application form, and then ask their current Head of Year to complete and sign Part 3 to confirm achieved or predicted examination grades only. References or reports will **not** be requested from current Heads of Year or previous schools seeking other information, for example information about a candidate’s previous behaviour or attendance record, as this information cannot be taken into account.

The application deadline for the 2018 intake is 15th December 2017. Late applications will only be considered once all applications received by the deadline have been processed and offers made.

Interview to Discuss Course Options

All candidates will be offered an interview with a member of the sixth form team to discuss course options, so that candidates can make an informed decision in relation to which subjects they want to study. Although information may be recorded by the member of staff during the meeting, none of this information will be included in the Application Form (with the exception of course/subject choices). The outcome of the interview will have no bearing on the application for admission itself, or whether the candidate will achieve an offer of a place.

Minimum Academic Entry Criteria

In order to achieve a place in Year 12, Year 11 students and external candidates must achieve the minimum academic entry criteria for their chosen subjects or course. These can be found in Appendix 1 of this policy and are the same for Year 11 students and external candidates. Offers will be made on the basis of confirmed predicted GCSE grades, and on condition that the minimum grades are achieved.

In the event that the Academy receives more applications from candidates achieving the minimum academic entry criteria than there are places available, places will be allocated in accordance with the oversubscription criteria set out below, and **not** to the candidates achieving the highest grades over and above the minimum required.

Oversubscription Criteria

In the event of oversubscription, places will be offered in the following order of priority:

1. Looked After and Previously Looked After Candidates

Looked after candidates (candidates 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) and candidates who were looked after, but ceased to be so because they were adopted or become subject to a child arrangements order or a special guardianship order, will be allocated places in this category by reference to the distance between the candidate's home address and the Academy, with those living closer receiving higher priority.

Applications under this category must be accompanied by a signed letter from the local authority confirming that the child is a looked after or previously looked after child.

2. Candidates with a Parent who is an Employee at the Academy

Candidates with a parent who is an employee of the Trust and is employed at the Academy's own site will be allocated places where one of the following applies:

- 2.1 The parent has been employed at the Academy for at least two years at the deadline for applications; or
- 2.2 The parent was recruited to fill a vacant post at the Academy for which there was a demonstrable skill shortage;

Places in this category will be allocated by reference to the distance between the candidate's home address and the Academy, with those living closer receiving higher priority.

3. All Other Candidates

All other candidates will be allocated places in this category by reference to the distance between the candidate's home address and the Academy, with those living closer receiving higher priority.

Definition of Candidate's Home Address

For the purpose of this policy, the candidate's home address will be the residential (not business) address at which the candidate lives and sleeps for 51% or more of their time from Monday to Friday inclusive during term time. It will usually be the address at which Child Benefit is received or, if ineligible for Child Benefit, the address registered with the candidate's GP and dentist.

Where there is an issue as to which address will be regarded as the candidate's home address for the purpose of this policy, the Local Advisory Body reserves the right to seek documentation confirming the candidate's home address.

The candidate must live at the stated home address at the application deadline, and it must be intended that the candidate will still be living there at the date of the candidate's admission.

Candidates with a UK Service Personnel or Crown Servant Parent

In accordance with the School Admissions Code 2014, where a candidate has a parent who is a member of the UK Armed Forces with a confirmed posting in the area of the Academy, or a Crown servant returning from overseas to live in the area of the Academy, an application for admission may be made in advance of their arrival in the area providing the application is accompanied by an official letter which confirms the anticipated relocation date and a unit postal address or quartering area address for the family.

The Academy will not refuse to process the application for admission on the grounds that the candidate was not living at the stated home address at the application deadline.

Distance

The distance between the candidate's home address and the Academy will be measured from the main (usually front) entrance of the home address to the front entrance to the Academy in a straight line.

In the case of multi-dwellings (for example, a block of flats), the distance will be taken from the main (usually front) entrance to the block regardless of where the candidate's flat is situated within the block, and the tie breaker will be applied where there are more than one candidate living within the block.

Tie Breaker

Where two or more applications cannot be separated because the candidates live an equal distance from the Academy, the order in which places will be allocated will be determined by the drawing of lots in the presence of an independent witness.

Appeals against Refusal of Admission

Where a candidate is refused admission, there is a statutory right of appeal under the School Standard and Framework Act 1998. Full details as to how to appeal and the relevant deadline for submitting an appeal will be provided with the letter confirming the refusal.

Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. The candidates on the waiting list will be ranked by reference to the oversubscription criteria set out in this policy, and not by reference to the date on which the application for admission was received.

Candidates should note that candidates with a SEN statement or EHC plan which names the Academy, and candidates who are placed at the Academy under the local authority's Fair Access Protocol, will be admitted to the Academy ahead of candidates on the waiting list.

Admission Outside Normal Age Group

Students normally enter Year 12 in the September of the academic year in which they achieve the age of seventeen years.

Candidates do have a right to apply to the Local Advisory Body for admission to Year 12 at a different age, however it should be noted that there is no automatic right for such applications to be granted. The Local Advisory Body will consider the circumstances of each case and the best interests of the candidate before deciding whether to grant the application or not.

Paragraph 2.17A of the School Admissions Code 2014 sets out the factors that the Local Advisory Body must consider when considering applications for admission outside normal age group. In addition to those factors, the availability of funding for the candidate's sixth form education and the Academy's safeguarding duties to all students will also be factors which will be considered where the candidate is older than the normal age of Year 12 students.

An Application for Admission Outside Normal Age Group Form must be completed and submitted to the Local Advisory Body as soon as possible, and in any event no later than the application deadline. An Application for Admission to Year 12 Form will also need to be completed and submitted. Both forms can be obtained from the Academy's office or downloaded from the Academy's website. The completed Application for Admission Outside Normal Age Group Form should be accompanied by supporting documentation from a professional such as a G.P., hospital consultant or social worker, where appropriate.

Where the application for admission outside normal age group is agreed, the Local Advisory Body will write to the candidate or their parents confirming the decision. Candidates should be aware that, just because the Local Advisory Body has agreed in principle to admit the candidate outside normal age group, this does not mean that an offer of a place will be made. The candidate must achieve the minimum academic entry requirements and the application for admission will be considered with all other applications for admission, with the oversubscription criteria being applied where necessary.

Where the application for admission outside normal age group is refused, the Local Advisory Body will write to the candidate confirming the decision and setting out the reasons for the refusal.

There is no statutory right of appeal against a decision to refuse an application for admission outside normal age group, however a complaint may be made under the Academy's published Complaints Policy where it is felt that the application has not been properly dealt with. The statutory right of appeal against a refusal of a place altogether remains.

Inaccurate or Fraudulent Applications

All offers are made on condition that the information provided to the Local Advisory Body in the Application Form is accurate. If proved otherwise, the offer of a place may be withdrawn. In the case of a fraudulent application, the local authority has the power to prosecute.

APPENDIX 1

MINIMUM ACADEMIC ENTRY REQUIREMENTS

The minimum academic entry requirements for:

- Year 11 students at Green Spring Academy Shoreditch intending to transfer to Year 12; and
- External candidates applying for admission to Year 12 are as follows:

It is recommended that in order to study 4 subjects at A Level you must have at least 5 A* - A grades in your GCSES (grade 7 or better counts as one of these).

It is recommended that in order to study 3 subjects at A Level and 1 subject at AS Level you must have at least 6 A* - B grades in your GCSES (grade 6 or better counts as one of these).

It is recommended that in order to study 3 subjects at A Level you must have at least 5 A* - B grades in your GCSES (grade 6 or better counts as one of these).

It is recommended that in order to study BTEC students are required to get 5 A* - C grades including English and Maths (grade 5 or better).

In order to study a subject at A Level you must have at least a B (or a grade 6) in the subject at GCSE.

Course	Examining Body	Minimum Entry Requirements
Art A Level	Edexcel	Grade B/6 in GCSE Art
Biology A Level	SNAB	Two B/6 grades in Dual Science and B/6 in GCSE Maths (A/7 grades preferred)
BTEC Business Level 3	Edexcel	Business Level 2 OR GCSE in Business is desirable
Chemistry A Level	AQA	Two B/6 grades in Dual Science and B/6 in GCSE Maths (A grades preferred)
Drama & Theatre Studies	Edexcel	Desirable but not necessary to have GCSE Drama
Economics A Level	Edexcel	Grade B/6 in both GCSE English and Maths
English Literature A Level	AQA	Grade B/6 in GCSE English Literature
Further Mathematics AS Level	Edexcel	Grade A*/8+ in GCSE Mathematics
Latin A Level	TBC	Grade A/7 in GCSE Latin
Geography A Level	TBC	Grade B/6 in GCSE Geography and Grade B/6 in GCSE English

Government and Politics A Level	AQA	Grade B/6 in GCSE English Literature and Grade B/6 in GCSE History or Geography
History A Level	Edexcel	Grade B/6 in GCSE History and Grade B/6 in GCSE English
Mathematics A Level	Edexcel	Grade B/6 in GCSE Maths
Physics A Level	AQA	Two B/6 grades in Dual Science and B/6 in GCSE Maths (A/7 grades preferred)
Psychology A Level	AQA	Grade B/6 in GCSE Psychology
Sociology A Level	AQA	Grade B/6 in GCSE English
Spanish A Level	Edexcel	Grade A/7 in GCSE Spanish