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1. Ashby School Sixth Form for 2023-24 Entry

- 1.1 This policy is designed in order to be compliant with the current DfE School Admissions Code.
- 1.2 As well as our own National Forest Hub Year 11 students, the school admits students who are studying for GCSEs at other schools (External Applicants). The Published Admissions Number for in total can not exceed 350. Where applicants from the National Forest Hub schools meet our entry requirements, spaces for external applicants may be restricted. If spaces remain on some courses, this number can be exceeded.
- 1.3 Internal and External students must meet the same academic admissions criteria in order to be admitted to the Sixth Form.

2. Admission to Ashby School Sixth Form for first entry into Year 12 in Autumn 2023

Ashby School Sixth Form is a 16-19 co-educational, comprehensive sixth form, offering Level 3 and A Level curriculum.

All applications for places will be considered in accordance with the arrangements set out below.

2.1 Entry Criteria -- Level 3

Students wishing to study Level 3 courses in the Sixth Form are required to achieve the minimum entry grades; at least 5 GCSE grades of 4 or above (or equivalent) including GCSE English Language and Mathematics.

Students should select three level three courses in year 12 and will continue with three level 3 courses into the second year of their study programme. If students are studying Further Mathematics (which includes mathematics), it is expected that they will take an additional two level 3 courses.

All students are expected to enrol on a programme of study comprising a minimum of 580 hours.

If a student wishes to study four level 3 courses, rather than three level 3 courses, then they should have demonstrated the achievement, hard work and aptitude required for such a commitment during their first year.

Some individual subjects have additional specific entry requirements which are published on our website.

2.2 **Appropriate courses**

Students who are offered a place at the school for the next September will be invited to a Course interview where their preferred choice of subjects will be discussed. It is imperative that students choose courses on which they will find success, and which lead to their chosen career, training or university course.

A place in the Sixth Form will be confirmed as a conditional offer, specifying the agreed subjects to be studied following the Course interview. Changes of subject may later be possible, but cannot be guaranteed. The conditions set out in the academic admissions criteria must be met.

2.3 **Applications**

1. Applications will be made via the Ashby Sixth Form Application system and the Sixth Form will consider all applications.
2. The closing date for application forms is the 20th January 2023. Applications made after this date may be considered dependent on individual course capacity.
3. The Sixth Form aims to allocate each successful applicant a Course interview within 12 weeks of this deadline where we will confirm your subject preference order. After that meeting, where course choices will have been confirmed and students return their home school agreement, a final conditional offer letter will be sent by the end of May. Unsuccessful candidates will be confirmed by the end of May.
4. Students wishing to apply to join Year 13 should contact Ashby Sixth Form directly to request an application form. Admission will be subject to the requirements within this policy.

2.4 **Late Applications**

Applications received after the closing date (20th January 2023) will be considered in date order if spaces remain on their chosen course. The application form will be available from November until the closing date. Students who wish to apply outside of these times should contact the Sixth Form directly to receive an application form.

For in-year applications we aim to notify the parents of the outcome of their application in writing. In the event of a refusal, the reasons will be shared as well as information regarding the right to appeal.

2.5 Appeals

1. Any applicant refused a place will be offered a right of appeal to a committee of the LiFE Multi Academy Trust operating the Sixth Form.
2. The panel will consider the applicant's case and decide whether to uphold the appeal.
3. The determination of the appeal panel is binding on all parties.
4. Full details of the procedure will be sent to parents in advance of the appeal.

2.6 Admission of Children Outside of the Chronological Age-Range

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is more-able or has experienced problems such as ill health. If a parent/carer wishes to request that their child is taught out of year group, they should submit their request to Ashby Sixth Form along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications.

Parents may also wish to submit other information in support of their request, for example from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority.

Parents will be notified once a decision is reached along with the reasons for the decision.

2.7 Offers

All external applicants meeting the minimum entry and subject specific academic requirements, completing a Sixth Form Application Form and Home-School Agreement, will be offered a place, except that if the number applying is more than the Published Admission Number as described in section 1.2.

Students with an Education, Health and Care Plan (EHCP) will be offered a place, where the school – after consultation with the Local Authority – has been named on the EHCP as the appropriate post-16 provision. That student will still need to meet the minimum entry and subject specific academic requirements.

Students who have not confirmed their place on GCSE results day will automatically be removed from the application process.

All students must complete a Home-School Agreement and any subsequent alterations issued.

Any students not meeting Ashby School Sixth Form behaviour and/or attendance expectations at time of entry, is highly likely to be subject to an additional behaviour and/or attendance contract.

2.8 **Oversubscription criteria**

If there are more external applicants than we have places, and that have met the academic criteria for entry, we will prioritise pupils based on the following:

1st	Children who are in public care and those children who were previously looked after children. (see note ii)
2nd	Pupils who live in the catchment area. (See note iii.)
3rd	Pupils who will have a brother or sister attending the same school at the same time. (See notes iv and v.)
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) (See note vi.)
5th	Pupils who are attending a LiFE Multi-Academy Trust school. (See note vii.)
6th	Commitment to a minimum of 40 hours per academic year of community based volunteering on behalf of The LiFE Multi-Academy Trust.
7th	Children of Employees of The LiFE Multi-Academy Trust.
8th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (see note viii.)

Table 2.8

Notes:

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. 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 services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children (including those previously in care outside of England) are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order Section 19 or special guardianship order).
- iii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school.
- iv. The term "brother or sister" includes half-brother or sister or legally adopted child being regarded as the brother or sister.
- v. Regarding brothers or sisters who will be of sixth form age, these are counted as brother/sister connections for criteria iii or vi above.
- vi. If the 4th criterion in table 2.8 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:-
 - Crown Servants
 - Children subject to Child Protection Plans
 - Hard to Place children – who fall under the Fair Access Protocol
 - Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional)
 - A child who transfers to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year.)
 - Each case will be assessed on its individual merits.
- vii. For the 5th criterion in table 2.8, the child must be on roll at a LiFE Multi-Academy Trust school at the point of application.
- viii. Measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn, supervised by our independent officer.

Disabled students will be given equal consideration of a place under the admission criteria where the school is deemed to be accessible. The definition of disability is that contained in the Equality Act 2010.

2.9 **Waiting List**

The waiting list will only include those having met the minimum academic entry criteria and who wish to be placed on it. It will operate for those not offered a place by 1 September and for those applying for a place after this date. It will operate until 30th September 2023. Any applicant who requests a place beyond this date should contact Ashby School Sixth Form directly.

The list will be ordered in accordance with the oversubscription criteria above and if a place becomes available it will be offered to the student who is top of the waiting list. The list will be re-ranked in line with the oversubscription criteria, which will include a fresh random allocation of pupils, every time a new student is added to the list.