



# SIR THOMAS RICH'S

## Admissions Policy for Sixth Form Entry 2022/23

This Policy was drawn up in accordance with the Department for Education School Admissions Code, December 2014. It will be reviewed annually.

**Date reviewed:** September 2020

**Approval Date:** 12 January 2021 \*

**Status:** Statutory

**Responsibility:** As an academy, the Board of Governors is the admission authority for Sir Thomas Rich's ("the School") and has responsibility for ensuring that the admission arrangements are compliant with the DfE Admissions Code.

*\* This policy was amended to bring it in line with the new Admissions Code, due to come into force on 1 September 2021. In this instance, any changes can be made without applying for variation or consulting stakeholders. Governors reviewed the amendments and agreed the changes on 29 June 2021.*

### Contents:

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1. Application Process  | 6. Underage and Overage applications |
| 2. Admission Number     | 7. Appeals Procedure                 |
| 3. Allocation of places | 8. Complaints                        |
| 4. Oversubscription     | 9. Admission Criteria                |
| 5. Late applications    | 10. Fraudulent Applications          |

## 1. Application Process

The School normally holds a Sixth Form Open Evening each January/February. The date is published on the School website, is advertised in the local press, and is also available from the school office. There is an online Sixth Form application process accessed through the school website with details provided at the Open Evening. Paper forms may also be obtained from the school office. The closing date for applications is stated on the application form. It is normally two weeks after the Open Evening.

Applicants are required to achieve the necessary GCSE grades (see *Admission Criteria*) and conditional offers are made subject to there being capacity in each subject (see *Over-Subscription*). An acknowledgement letter containing the conditional offer is sent as soon as possible after receiving the application.

To confirm their Sixth Form place applicants should provide the School with **their GCSE results** (external applicants only) and **Confirmation of Entry Form** preferably on GCSE results day but no later than **12.30 pm on the following day** (the method for this submission will be confirmed to all applicants in advance of GCSE results day).

On-time applicants who have met the entry requirements for their stated subject choices will be offered a place and an email or letter will be sent in confirmation. Applicants who do not provide the information by the deadline will be treated as Late Applicants (See 5.) If the applicant has failed to meet the School Sixth Form Entry requirements a rejection letter or email will be sent by the end of August. However, should the applicant meet the Sixth Form School Entry Requirements but not the subject minimum entry requirement he/she will be invited to School to discuss their options.

## 2. Admission Number

In addition to students from our own Year 11, we admit a further 100 students from other schools to our Year 12. In school admissions terms this number for external students is referred to as the published admissions number (PAN). We are allowed to exceed this number but we will only do so for a student who achieves our admission criteria and if there are places in the subjects the student wishes to study. (see *Over-Subscription*).

## 3. Allocation of places

Immediately after the closing date for applications we calculate the number of students who have applied for each subject. The number of sets for each of these subjects is then determined, to ensure reasonable set sizes. We are constrained by our teaching capacity and by the availability of specialist rooming in each subject. The maximum set size is normally 25 students. This may vary according to Health and Safety and curriculum considerations. However, if a subject area is full but places still exist in the Sixth Form overall, prospective students will be offered suitable alternative courses if they meet the entry requirements of those subject areas. For the avoidance of doubt, allocation of a place in the Sixth Form is not a guarantee of a particular course of study.

## 4. Over-Subscription

Over-subscription can occur where more students apply for a particular subject than we have capacity to accommodate i.e. we cannot reasonably provide sufficient sets because we do not have the teaching capacity and/or specialist rooming for that subject.

If more than 100 **external** students wish to take up places in our Sixth Form we shall accommodate them provided there is capacity in the subject teaching sets. In the event of over-subscription, after the admission of pupils with a Statement of Special Educational Needs or an Education Health and Care Plan where Sir Thomas Rich's School is the named school on the statement or plan, we shall make places available in order of priority to:

- a. **qualifying** pupils who are 'looked after child' (LAC) [1] or a child who was previously looked after (PLAC) but, immediately after being looked after, became subject to an adoption [2], child arrangements order [3], or special guardianship order [4], or an 'internationally adopted previously looked after child (IAPLAC) [5].

[1] 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. In Gloucestershire, such children are referred to as Children in Care.

[2] This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

[3] Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

[4] See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[5] This includes children who appear to the School to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- b. **qualifying** Pupil Premium pupils; Students attracting Pupil Premium are those who have been registered for free school meals at any point in the six years to 2022. The School will require independent and verifiable evidence of Pupil Premium entitlement in the requisite period from a reliable source such as a local authority. The School will make such enquiries as are necessary (of the relevant local authority) as to the entitlement of any student who has qualified.

- c. **qualifying** pupils who have achieved the highest GCSE profile (i.e. the best grades in that subject and related subjects). We do not include "GCSE Equivalent" qualifications.

For the avoidance of doubt, the above oversubscription process applies to external students only.

## 5. Late applications

The School will endeavour to accommodate qualifying late applicants.

## 6. Underage and Overage applications

Those pupils who apply underage and meet the School Entry requirements will be offered a place. They may if they wish defer entry until they are 16 years of age although they must ensure that they remain in full time education during the intervening period. Under normal circumstances applicants who are over-age will not be considered. Applications must be lodged in accordance with the process set out above.

## 7. Appeals Procedure

If an applicant is not offered a place, he or she (and/or their parent / carer) has a right to appeal to an independent appeals panel against the School's decision. To do so they should contact the Admissions Officer at the School who will provide the necessary information and guidance. Any appeal should be made within three weeks from the date of the letter sent by the School informing the student of the outcome of their application.

Appeals will be heard within 30 school days of confirmation of results.

## 8. Complaints

If an applicant has a complaint about the way in which an appeal hearing is conducted, he/she should contact the Education and Skills Funding Agency (ESFA).

## 9. Admission Criteria

We admit students for the Sixth Form where academic demands are significantly higher than for GCSE. It is our experience that students who do not meet the criteria below will find the courses difficult and they are likely to struggle to make satisfactory progress. In order to be eligible for entry to Sir Thomas Rich's Sixth Form students should have the following qualifications:

- A minimum points score of 50 across a student's best 8 GCSEs results. The point's value for each of the 8 grades is derived from the numerical results of the GCSE. (For example 9=9, 8=8, 7=7, etc). (A short course GCSE in Religious Studies, taken in Year 10, at grade 7 or above would count as a full GCSE). Other short course GCSEs do not count towards the full GCSE requirements.)
- Mathematics and English Language GCSE each at grade 5 or above.

Pupils who were in receipt of Pupil Premium (Ever 6) in Year 11 (*internal or external and including for the avoidance of doubt looked after children and previously looked after children, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside LAC*) who have failed to meet the general Sixth Form entry criteria will have their applications reviewed by an admissions panel made up of at least three members of senior staff and a place will be offered if they have met the minimum entry requirements for their chosen subjects as set out in the Sixth Form Prospectus.

For applicants who have met the above criteria, there are minimum entry requirements specified for each A Level course, which are set out in the Sixth Form Prospectus. The Prospectus is available at our Open Evening, from the School Office and also published on the School website. The same course requirements apply to both internal and external applicants.

## 10. Fraudulent Applications

A place will be withdrawn if it is offered in error or if it is established that the offer was obtained through a fraudulent or intentionally misleading application.