

Sixth Form Admissions Policy

(1) FOR A PLACE IN THE SIXTH FORM

The Governing Body of Raynes Park High School Sixth Form operates an Open Sixth Form, accepting both its own student (Internal) and those from other secondary schools (External).

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 students in the school so that they, in turn, also aspire to become part of the Sixth Form.

Students who wish to apply for a place available each year will need to fulfil the **General Conditions of Entry** together with the **Minimum Academic Requirements** shown below.

A minimum of 20 places will be allocated to external applicants. If there are insufficient internal applicants who meet the entry requirements, additional places may be available for external applicants.

In addition, up to 25 places in Year 12 and 25 places in Year 13 will be allocated to students applying through the Fulham Football Club Education Programme, of which up to 20 will be allocated to external applicants. These students will need to be accepted by Fulham Football Club via football trials as well as fulfilling the school's own requirements.

Students with a statement of special educational needs naming Raynes Park High School Sixth Form will be admitted providing they meet our entry requirements for study programmes. These students will be included within the admission number of the sixth form.

In the event of **Oversubscription** to the Sixth Form priority will be given in the following order to:

- Looked After Children
- Students with a professionally supported medical or social need to attend this school students with a sibling in the school on the date of enrolment
- Students living nearest the school measured by a straight line distance

A **Waiting List** will be established in the event of oversubscription. The oversubscription procedures above will also apply to the waiting list. It is the responsibility of students on the waiting list to ensure they are aware of and available for key dates including enrolment and the start of the school year. Raynes Park Sixth Form will inform by letter the status of applications on the waiting list.

(2) GENERAL CONDITIONS OF ENTRY

Up to 240 places for Year 12 will be offered providing the following general conditions are met:

- Raynes Park High School is able to provide a suitable course. Suitability for a course will be judged by the Director of Sixth Form in conjunction with the Senior Team of Raynes Park High School.
- The applicant meets the **Minimum Academic Requirements**.
- The applicant is eligible for a full time course. A full time course consists of;
 - 3 or 4 A Levels/BTEC/Cambridge Nationals with additional learning (EPQ)
 - A minimum of 2 GCSE courses and 1 A Level/BTEC/Cambridge National level with additional learning.
- The student has not previously been Permanently Excluded from Raynes Park High School

(3) MINIMUM ACADEMIC REQUIREMENTS

The number and combination of level 3 academic and vocational qualifications which a student will take will depend upon their GCSE results and their individual strengths and future aspirations.

Level 3 Advanced Courses:

- A minimum of 5 GCSEs at grade 9-5 or above in different subjects including English and Maths are required for a student to study A Level and Level 3 Vocational qualifications. A grade 6 or above is desirable for some subjects. Students will also have the option of studying the EPQ and a variety of enrichment activities along with a comprehensive programme of Careers Education, Information and Training

Level 2 Courses:

- A minimum of 4 GCSEs at grade 4 or above in different subjects are required for a student to study GCSE/BTEC qualifications if these are being offered.

(4) PROGRESSION

The **General Conditions of Entry** continue to apply.

In exceptional circumstances the Director of Sixth Form may admit external applicants from other Sixth Forms. The exceptional circumstances are likely to take into account the specification and the structure of their previous course as being appropriate for A2/BTEC/Cambridge Nationals study at Raynes Park High School Sixth Form.

Advanced level;

- A minimum of a D grade or Merit at AS/BTEC Level 3 this will be assessed through external examinations if taken or through school based internal assessments. The school however reserves the right to withdraw progression to A2 if students have not met the requirements laid out in the Sixth Form Student Agreement.
- A full time course as laid out in the **General Conditions of Entry** may include a combination of A Level/BTEC/Cambridge National courses.

Level 2 to Level 3;

- The entry criteria for Advanced level courses as set out in the **Minimum Academic Requirements**.
- To achieve at least a **Merit** in any Level 3 courses taken

The Senior Leadership Team reserves the right to allow a student to progress at any level in **Exceptional Circumstances**. These **'exceptional circumstances'** are likely to include situations in which students achieve significantly less than their predicted grades at A Level/BTEC for reasons that were out of their control.

(5) AGE LIMITS

- Students can only begin a course if they are under 19 years of age on the first day of term for the ensuing academic year. This means that students may start either Year 12, 13 or 14, but may not continue the course or start a subsequent year if they will then be 19 years of age at the start of the next year.
- Raynes Park High School Sixth Form is unable to admit external students into the Sixth Form if they are Year 14 students or have completed two years of Sixth Form education at another institution.

(6) ELIGIBILITY CRITERIA

Entrance into the Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school Sixth Forms that apply at the time.

Currently, students can be admitted into the Sixth Form if:

- They are British Citizens and/or EU nationals.
- Non-EU nationals can be admitted into the Sixth Form if, for example:
 - They have 'Exceptional' or 'Indefinite Leave to Remain' in this country;
 - They have refugee status;
 - Their residency is a condition of their parent/s legal employment status in this country.

Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons.

Raynes Park High School Sixth Form is unable to accept students on a fee-paying basis.

(7) CONFIRMATION OF PLACE

All offers of places at Raynes Park High School Sixth Form are conditional on;

- All **General Conditions of Entry** and **Minimum Entry Criteria** (achieved GCSE/BTEC results) are met at the time of enrolment
- Successful completion of the 'Induction Period'. Students entering the Sixth Form are not considered to be on-roll until they have completed an induction period of 4 weeks starting the first day of the first term. This is to ensure that students are on suitable courses and that their approach suggests that they will be successful.
- Availability of places on appropriate courses at the time that a student enrolls.

In the case of **Oversubscription** to a course priority will be given in the following order to;

- Internal applicants

- Applications received before the applications deadline.
- Students completing A Levels/Level 3 qualifications.
- Students with statements or recognised additional learning needs
- Students with the highest course entry criteria
- Course availability – the Senior Leadership Team reserves the right to withdraw a course in the light of resource implications (for example, if only one or two students choose a particular option subject it is unlikely that the course will run).

(8) THE APPLICATION PROCESS

All prospective students are welcome to attend the Raynes Park High School Open Evening in the Autumn Term, where they will be able to meet staff and collect specific subject details.

Prospective students are then invited to make an application indicating their initial selection of courses, they will then be asked for interview.

All prospective students are treated equally and are offered an interview to ensure that they are matched to the courses that will most likely lead to their future success. The interview will be an opportunity for a prospective student to discuss suitable courses and engage with the concept of Post-16 education at Raynes Park High School Sixth Form. This is an opportunity for the prospective student to express his or her preference and discuss the potential advantages and disadvantages of specific combinations of subjects.

Provided the applicant meets the General Conditions of Entry and the Minimum Academic Requirements (teacher predicted grades), 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 will have their provisional offer confirmed. Acceptance of the offer must be confirmed by the date specified in the offer letter or during the formal enrolment process otherwise the place will be withdrawn.

Additional information concerning the Applications process including a dates timeline is available.

(9) APPEALS

Unsuccessful applicants will be offered a right of appeal. Stage one of the appeals process will be overseen by the Headteacher and completed by a member of the Senior Leadership team. The appeals process will follow the **Sixth Form Admissions Policy criteria**.

A second appeal may be made to the Governing body and will be overseen by the Chair of Governors.

A third appeal may be lodged with the Local Authority of Merton.