



KING JAMES'S SCHOOL, KNARESBOROUGH

## POLICY STATEMENT

# Policy for transfer from Year 11 and admission to the Sixth Form



### Admissions Policy: academic year 2017/18

#### 1 TRANSFER FROM YEAR 11: ENTRY REQUIREMENTS

- 1.1 Existing Year 11 students at King James's School wishing to remain at school beyond Year 11 into the Sixth Form will be able to do so providing they meet the following minimum entry qualifications.
- 1.2 Entry to Level 3 Advanced Courses requires prior achievement of at least 5 GCSEs at grade C or above (grade 4 or above for English and Maths) or equivalent (a Level 2 qualification). Non-achievement of core subjects will require a negotiated entry and all students who have not achieved GCSE Mathematics or English at grade 4 will be required to continue to study and retake the examinations. Prospective students should take note of advice concerning demands of individual courses and the skills required. Certain A level subjects require a specific GCSE grade in one or more subjects as part of the entry requirement.
- 1.3 There are no formal qualifications required for the Level 2 'Next Steps' course and each application will be assessed on its merits. There are limited places for the course and work placements must be secured by King James's to make this provision possible. All students who have not achieved GCSE Mathematics or English at grade 4 or equivalent will be required to continue to study and retake the examinations.
- 1.4 Entry to our Foundation Learning Programme is via recommendation, not application. There are no formal entry requirements but applicants will be assessed to ensure that the course is suitable to meet their needs. This may include our admissions staff attending an annual review at the home institution and some initial assessments of literacy and numeracy.

Students need to be able to demonstrate the capacity to work with some independence. They need to be capable of some self-direction and be able to monitor and self-regulate their own behaviour, particularly at social times when we aim for maximum integration in this mainstream setting. King James's School has the staffing expertise to timetable one group of foundation learners with a group size of up to 12 students. The group will be taught by some mainstream and some specialist SEND teachers and supported for much of their core curriculum by one TA. In an environment of 1600 students and in a Sixth Form of 250 students, safeguarding concerns are paramount. Our programme, which has run for six years, is proud of the inclusivity that we offer but it requires that foundation students are able to operate socially within this mainstream setting.

We must ensure that we can deliver a quality programme for up to 12 learners per year, which is our capacity based upon the expertise of our staffing, a viable single group size and the integration of these students into a mainstream Sixth Form.

In terms of academic entry requirements, learners applying to the course must be currently working between the top of Entry Level 1 (or National Curriculum Level 2C) and the bottom of Entry Level 3 for Maths and English. This should allow them to access the courses delivered here as well as the opportunity to make progress across the curriculum over two years.

#### 2 YEAR 12 ENTRY

- 2.1 Students attending other schools in Year 11 are able to apply for places in Year 12 at King James's School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications as those set out above for existing pupils.

- 2.2 The Governing Body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued and which has taken account of the Year 12 entry requirements.
- 2.3 **If, following the admission of young people where the school is named in the statement of special educational needs (SEN), the number of applications to join the school for the first time exceeds the published admission number (equivalent to 270 or the population of the progressing Year 11s, whichever is greater) and further places cannot be provided, then the following oversubscription criteria will apply:**

ORDER OF PRIORITY		Notes
1	Young people in Public Care for whom an application has been submitted	<i>This applies to all looked-after young people, including those who are in the care of another local authority.</i>
2	Young people who will have a sibling on the school roll in September 2017	<i>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</i>
3	All other young people	

- 2.4 Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.
- 2.5 Tie break: If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to the school. Distance measurements are based on the nearest walked route from the applicant's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.

### 3 ADMISSIONS PROCESS

- 3.1 Where possible, applications should be submitted by the date given in the Sixth Form prospectus for the year into which a student wishes to be admitted to enable us to plan courses effectively.
- 3.2 Late applications are accepted, but as time goes on the timetable becomes less flexible and therefore options will be reduced.
- 3.3 There will be a full programme of mentoring and discussion to ensure that all students are aware of the opportunities available to them, with guidance as to the most appropriate courses. Individual meetings with members of the Sixth Form team are available for both internal and external students and their parents throughout the academic year.
- 3.4 Key stages in the admissions process include:

Autumn/Spring Term of Year 11	<ul style="list-style-type: none"> <li>Existing King James's students receive information through form and assemblies, culminating in a Taster Day of Sixth Form subjects in February.</li> </ul>
Mid-January	<ul style="list-style-type: none"> <li>Open Evening for all prospective students and their parents, including a presentation by the Director of Sixth Form and an opportunity for individual discussion with subject staff, pastoral staff and current Year 12 and 13 students.</li> </ul>
March/April	<ul style="list-style-type: none"> <li>Submission of application forms, to allow for planning the timetable. In the event of a course being unviable, students will be informed as soon as possible.</li> </ul>

Spring/Summer terms	<ul style="list-style-type: none"> <li>• Students who are new to the school (and their parents) are welcome to have an individual meeting with a member of the Sixth Form team to discuss their application in detail.</li> <li>• Existing students have an interview with their tutor, Learning Manager or senior member of staff.</li> <li>• Students starting King James's in Year 12 are invited to attend a new student induction day after their GCSE examinations have finished.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Sixth Form staff are available on GCSE results day to begin registering students for Sixth Form.</li> <li>• After GCSE results, students are asked to reaffirm their A level choices. At this stage it may still be possible to alter them at an individual meeting with a member of the Sixth Form team.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Enrolment and induction during the first week in September.</li> </ul>

- 3.5 King James's School is an open access Sixth Form. There is no formal selection process, prospective students and their families are not interviewed and references are only requested for external students. A student's full school record will be requested upon enrolment. Entry is not dependent on attendance, behaviour record or perceptions of attitude or motivation.
- 3.6 If an application to Year 12 is refused, there is a statutory right of appeal to an independent appeal panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Appeals may be lodged by either the parent/carer or the student.

#### **4 TRANSITION FROM YEAR 12 TO YEAR 13**

- 4.1 Students on legacy Level 3 Advanced Courses must pass three Year 12 courses to progress to Year 13. Students on linear Level 3 Advanced Courses must make good progress and achieve grades in Year 12 that indicate they will pass three A level courses to progress to Year 13.
- 4.2 Unless circumstances are exceptional, there will be no opportunity to repeat a year.

**Next policy review: February 2018**