



KING JAMES'S SCHOOL, KNARESBOROUGH

## POLICY STATEMENT



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

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## Admissions Policy: academic year 2018/19

### 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 at A\* to C or Level 4 and above including grade 4 or above for English and Maths. 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. This is indicated clearly in the Sixth Form prospectus.
- 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 would include members of our learning support team attending annual review meetings 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 with additional Teaching Assistant support. In an environment of 1600 students and in a Sixth Form of over 200 students, safeguarding is paramount. Our programme is proud of the inclusivity that we offer and 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 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 an Educational Health Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom an Educational Health Care Plan (EHCP) 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 Educational Health Care Plan (EHCP), 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 Moving up/taster day of Sixth Form subjects in February.</li> </ul>
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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>
Feb/March/April	<ul style="list-style-type: none"> <li>Moving up/taster day.</li> <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>The careers co-ordinator will be available to provide information on course options.</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>GCSE results are published. Sixth Form staff are available on GCSE results day for advice and guidance.</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.
- 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 It is anticipated that the majority of Level 3 students will enrol in Year 12 for two years. Where a Sixth Form student's attendance, conduct or attitude to learning is not in line with expectations, King James's School will notify the student and parent or carer, that his or her place in the Sixth Form is in doubt. Similarly, where a student's performance in assessments suggests that he or she is not able to cope with the demands of the course, the student and parent or carer will be notified that continuation may not be appropriate for him or her. In all such cases, the King James's Sixth Form team and the Careers Co-ordinator will discuss this issue with the student and parents or carer and explore alternative options to help maximise the students' opportunity for success and progression.
- 4.2 Unless circumstances are exceptional, there will be no opportunity to repeat a year.

**Next policy review: February 2018**