

# Sixth Form Admission Policy 2022



**Approved by: GB**

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## 1. Aims

This policy aims to:

- Explain how to apply for a 6<sup>th</sup> form place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory guidance

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definitions

- 'Looked After Children' are those who are (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 at the time of making an application to the school. 'Previously Looked After' Children are defined for the purposes of the legislation as those who immediately after being in care became subject to an adoption, child arrangement, or special guardianship order. (Parents must supply a copy of the relevant order as evidence of their child's status. They must also supply proof that their child was previously in the care of the Local Authority.)
- Children of Staff – A 'direct employee' is taken to be any member of staff with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'.
- Sibling means step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- A student's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

## 4. How to apply

The school prides itself on the advice and guidance it gives to its prospective students regarding the suitability of courses to meet their need and to help ensure success. All courses have their own specific entry criteria, as stated in the course guide which is available on request, at Sixth Form information events and parents' evenings and on The Duston School website. All admissions are overseen by the Director of Sixth Form and the Principal.

- Internal students fill in an application form and hand it in, external students can go to the school website and submit an electronic application, or print a copy off and hand it in.
- Academic review day will include a Senior Lead interview with each student to talk about 6<sup>th</sup> form pathways. The external applicants will be invited in for an interview. It is imperative that students choose courses on which they will find success, and which lead to their chosen career, training or university course.
- All applicants invited to the taster day.
- Formal offer letters sent out to all applicants stating the specific conditions they need to meet for their chosen courses.
- Results day – all applicants come to sixth form centre to formally enrol.

## **5. Allocation of places**

The sixth form has a capacity of 200 students in year 12. The sixth form accepts all internal students who meet the entry requirements. For external students, the number of final external places offered will depend on how many internal students accept places, but the published admission number for year 12 in September 2020 will be 200.

Applications from external candidates are welcomed. Internal and External students must meet the same academic admissions criteria in order to be admitted to the Sixth Form.

Students must achieve a minimum of 5 GCSE's at grade 5 and above in order to enter Sixth Form at The Duston School. Individual subjects will have specific entry requirements which must also be met.

Students need to be enrolled on 4 subjects, this can include three Level 3 subjects and one enrichment option, or 4 Level 3 subjects. All students need to be on a minimum of three Level 3 subjects.

Students will be asked to make provisional course choices and they will be able to reconsider their options after GCSE results are published using the curriculum blocks.

Following the allocation of places to students who have a statement of special educational needs which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

- a) Children in public care (looked after children)
- b) Children of staff directly employed by The Duston School where either or both of the following conditions are met: a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) Sibling Link - Where an elder brother/sister, living at the same address, are on roll and attending the school at the time of admission of the younger child.
- d) Students whose home address is closer to The Duston School than any other school.
- e) Other students.

The school reserves the right to cancel a course if there is insufficient demand.

### **Tie breaker**

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a student's home as a tie breaker to decide between applicants. Priority will be given to the student who lives closest to the school. Distance will be measured in a straight line from the student's home address to the school's front gates on Berrywood Road. A student's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two student's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## **6. Waiting List**

The school will maintain a waiting list until at least 31 December of each school year of admission. If there are no spaces available at the time of your application, the student's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5 of this policy. Priority will not be given to students on the basis that they have been on the waiting list the longest.

## **7. Admission of children outside their normal age group**

The Duston School will, in accordance with the School Admissions Code, consider requests from parents for their child to be admitted to a year group outside that of their chronological age and will then make a decision whether to accept or reject that application based on what is in the best interests of the student concerned. Parents should follow the usual admission procedures and make it clear on the application form that the request is for a place outside the normal age group. Parents will be asked to provide relevant professional evidence to support such a request.

## **8. Appeals**

If you are not offered a place at our school you have the right to appeal to an independent panel. Details of this will be included with any refusal letter.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.