

DRAFT ADMISSIONS CRITERIA FOR SIXTH FORM FOR SEPTEMBER 2019

Internal Students

The school welcomes applications for entry to the school's Sixth Form from students who have attended the school in Year 11 in **2018-2019** and wish to enter the Sixth Form in September **2019**.

External Students

The school also welcomes applications for entry to the Sixth Form from external candidates who attended another school for Year 11 during **2018-2019**. The Published Admission Number (PAN) for Year 12 in September **2019** will be 50; this figure refers only to Year 12 students being admitted for the first time from other schools and not to the 'internal' students entering from Hinchley Wood School Year 11. Please note that more external places may be available subject to the number of applications received from internal applicants.

Oversubscription Criteria for External Students

Should applications from suitably qualified external students exceed the number of places available, the following over-subscription criteria will be applied:

1. Looked After Children (children in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions) and previously looked after children (children who have been adopted or made subject to a child arrangements or special guardianship order).
2. ***Children of staff at the school where either or both of the following criteria apply:***
 - ***The member of staff has been employed for two or more years at the time the application for admission is made.***
 - ***The member of staff is recruited to fill a vacant post which is difficult to recruit to or for which there is a demonstrable skills shortage* (see note below).***
3. Any Applicant
If the school is oversubscribed within any category, priority will be given to those living nearest to the school determined by a straight line from the front door of the school to the address location of the student's permanent address. The address location, supplied by the Ordnance Survey (OS), determines the start point of the home address and the distance is measured using dataMAP software.

Where two or more students share a priority for a place e.g. where two students live equi-distant from the school, the school will draw lots to determine which student should be given priority. In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equi-distant from the school.

Entry Requirements for both Internal and External Students

All applicants must have achieved 7 GCSEs at **Grade 4** or above including English and Maths **or grade C or above in legacy specifications. In addition**, many subjects will require at least a **Grade 5** or equivalent at GCSE. Please see prospectus for individual subject requirements.

The Application Process

All completed application forms for internal and external applicants should be received by 3 November 2018 (TBC). **Any applications under Category 2 must be supported by a Supplementary Information Form which must be completed and returned to the Admissions Officer at the school.** Applicants will then be sent a letter inviting them to a meeting to discuss the courses and options available to them should they join Hinchley Wood School Sixth Form. These meetings do not form part of the admissions process and do not influence decisions relating to the offer of places. Conditional offers will be provided by the end of February 2019 and final confirmation of offers will be given on Enrolment Day at the beginning of the Autumn Term 2019.

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.

Hinchley Wood School is unable to admit external students into the Sixth Form if they are Year 14 or have completed two years of Sixth Form education at another institution.

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. Current, students can be admitted into the Sixth Form if:

1. They are British Citizens and/or EU nationals
2. 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. Hinchley Wood School is unable to accept students on a fee paying basis.

Waiting List

External applicants placed on the waiting list will reflect the over subscription criteria used when there are more applicants than places. Students whose applications are placed on the waiting list will be informed if a place becomes available for them by 30 September **2019**.

*** In the opinion of the Headteacher and the Chair of the Human Resources Committee (at the time of advertising).**

Notes:

- In category 1, looked after and previously looked after children will be considered to be:
 - ❖ Children who are in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time of making an application to the school: and
 - ❖ Children who have previously been in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
 - In category 3, the student's permanent home address is used. This is defined as the permanent home address of the parent or legal guardian with whom the student lives. In the case of formal equal shared custody, it will be up to the parents/carers to agree which address to use. In other cases it is where the student spends most of the time. Additional evidence of students' 'home address' may be sought and this may include historical checking with the student's previous school. The address registered at the previous school at the time of application will be deemed as the 'home address' and the parent living at that address as the primary contact. We will not generally accept a temporary address if the main carer of the student still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that student.
 - The address to be used for the initial allocation of places will be the student's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the student's current address. Any offer of a place on the basis of address is conditional upon the student living at the appropriate address on the relevant date. Applicants have a responsibility to notify the school of any change of address.
 - On acceptance of a place, proof of address at the time of application will be requested. Such proof may include current council tax or utility bills.
 - In the case of multiple births where only one place remains, the school will admit all students even if it means going over the PAN.
 - Any applications received after the published closing date will be deemed as late applications and will only be considered after all those applications received by the closing date.
 - If it is found that a place has been obtained on a fraudulent basis, the offer will usually be withdrawn.
 - Parents of students who are not offered a place will be notified of the appeals process. All appeals are dealt with by the Clerk to Governors at school.
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