



MINSTHORPE ACADEMY TRUST

POST 16 ADMISSIONS POLICY

2019/2020

Year 12 Admissions (from outside the Academy) - 25

Capacity in Post 16 - 400

Approved by Governors December 2017

SECTION 1 – Glossary of Terms

- 1.1 “the LA” means Wakefield Council acting in its capacity as local authority.
- 1.2 “the LA area” means the area in respect of which the LA is the local authority.
- 1.3 “school” means a community school, voluntary controlled school or academy. Community special schools are not covered by the policy.
- 1.4 “specified year” means the school year beginning at or around the beginning of September 2019.
- 1.5 “admission authority” in relation to a community or voluntary controlled school means the LA. The governing bodies of foundation (trust) and aided schools are the admission authority. The Secretary of State is the admission authority for Academies.
- 1.6 “admission arrangements” means the arrangements for a particular school or schools which govern the procedures and the decision making for the purposes of admitting pupils to the school.

SECTION 2 – Admissions to Foundation/Voluntary Aided Schools

- 2.1 The Governing Body/Academy Trust is the admission authority for **XX School/Academy** and is therefore responsible for the admission of pupils into the sixth form at the school. The administration for admissions to the sixth form is the responsibility of the Headteacher of the school. Any queries regarding sixth form admissions should be directed to the school.
- 2.2 The capacity for the sixth form is ***(insert no. here)***.

SECTION 3 – Admission to Academies

- 3.1 The Secretary of State is the admission authority for Minsthorpe Community College (Minsthorpe Academy Trust) and is therefore responsible for the admission of pupils into the sixth form at these Academies. The administration for admissions to the sixth form is the responsibility of the Principal of the Academies. Any queries regarding sixth form admissions should be directed to the Academy.
- 3.2 The capacity for the sixth form is **400**

SECTION 4 – Expressing a Preference

- 4.1 Application for admission to the sixth form, including pupils currently attending the school, must be made via the online prospectus and common application process (www.applywakefield.org.uk).
- 4.2 A pupil will only be admitted to the sixth form of a school provided they meet the sixth form admissions criteria of the preferred school.

SECTION 5 – The Admissions Policy

- 5.1 Admission to the sixth form will be from:
 - (i) pupils in Year 11 at the school; and
 - (ii) pupils from outside of the school.
- 5.2 The admission number for pupils entering the sixth form from outside of the school will be **25** each year.
- 5.3 The entry requirements for admission to the sixth form shall be the same for students on roll in Year 11 at the school and external applicants.
- 5.4 Students will be admitted into the sixth form at the start of the autumn term in each school year although there may be some occasions when the students transfer during the academic year.

SECTION 6 – Minimum Entry Requirements

- 6.1 All students seeking admission to the sixth form must achieve the necessary grades for access onto the courses they have chosen.

SECTION 7 – Oversubscription Criteria

- 7.1 Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:
 - (i) Students looked after or previously looked after by the authority;
 - (ii) Students who live in the catchment area normally served by the school;
 - (iii) Students with siblings at the school in September 2018. Siblings are defined as brothers or sisters (including step brothers and sisters) living at the same address as their primary place of residence; and
 - (iv) Students who live closest to the school in a straight line distance.

SECTION 8 - Appeals

- 8.1 Any student refused a place in the sixth form has the right of appeal to an independent appeals panel.

SECTION 9 – False Information

- 9.1 Any place offered on the basis of a fraudulent or intentionally misleading application, e.g giving a false address, will be withdrawn. It is for the parents or guardian to satisfy the LA of their circumstances, as they apply to the admission criteria at the time of application.

SECTION 10 – Timetable for Admission

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| 10.1 Students on roll in Year 11 at the school | <u>2019</u> |
| • Student to complete application form | January |
| • Course guidance consultation | June |
| • Publication of GCSE results | August |
| • School agrees/refuses the admission | August/Sept |
| • Decision communicated to parent/student | September |
| • Independent Appeals | September |
| 10.2 External students | <u>2019</u> |
| • Student to complete application form | January |
| • Course guidance consultation | June |
| • Publication of GCSE results | August |
| • School agrees/refuses the admission | August/Sept |
| • Decision communicated to parent/student | September |
| • Independent Appeals | September |

SECTION 11 – Late Applications and Transfers

- 11.1 Late applications will be considered up to the end of the second week of the autumn term.
- 11.2 Where an application is received on behalf of a student who has moved into the area during the school year it will be considered in accordance with the minimum entry requirements and oversubscription criteria.
- 11.3 The right of appeal will also apply to late applications and transfers.