



## PROCEDURE FOR ADMISSION TO THE SIXTH FORM

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### DEADLINES

External applicants will be required to meet the same deadline as set for expressions of interest from Year 11 students at Beaumont. This will be set annually but will usually be the last school day before the February half-term break. Further applications will be accepted until a second deadline in May but will have lower priority.

### GUIDANCE TO APPLICANTS

Guidance will be given to students about their likely eligibility for admission based on a calculation of their average points score in the most recent report. This allows students to decide the number and type of courses to apply for. Each subject will also have specific entry criteria in the form of a GCSE grade or equivalent. The thresholds are reviewed annually and a copy of the current version is attached.

### APPLICATION AND OFFER OF PLACES

When all of the applications have been received, the school will make provisional course offers to students in the following priority order. Offers will be issued sometime in the summer term before GCSE examinations are taken. These offers will be made to all applicants simultaneously, although a verbal offer will have been made to external students attending their advice and guidance meeting. Where any applicant is unsuccessful, the reason will be communicated.

- A. Students who are in the process of completing their KS4 courses in Year 11 at Beaumont School, are on target to meet the entry criteria and meet the application deadline.
- B. Students who are in the process of completing their KS4 courses at either Sandringham School or Verulam School, are on target to meet the entry criteria, and meet the application deadline,
  - i) for whom their subject choices would mean that the majority of their classroom time would be spent at Beaumont School under the BeauSandVer consortium arrangements, AND
  - ii) the student has expressed the willingness to transfer to Beaumont, AND
  - iii) for whom there would be spaces in the teaching groups for the proposed subjects.
- C. Students who are in the process of completing their KS4 courses at any other school,
  - i) who applied by the February deadline, AND
  - ii) whose current school's most recent report confirms that they are considered academically suitable for the proposed course, AND
  - iii) for whom there would be spaces in the teaching groups for the proposed subjects.
- D. Students who are in the process of completing their KS4 courses at any school,
  - i) who applied **after** the February deadline, AND
  - ii) whose current school's most recent report confirms that they are considered academically suitable for the proposed course, AND

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- iii) for whom there would be spaces in the teaching groups for the proposed subjects.

The total number of places offered under (B), (C) and (D) will vary each year dependent on the number of applications received from Beaumont students and places in the relevant classes. The school reserves the right to declare classes closed once they have reached 20 for a practical subject, 23 for other subjects and 15 for a vocational qualification. (For the purposes of this procedure, practical courses are science, art, music, drama and PE.)

If, under *either* (B) or (C) or there are more applicants than places, the decision to offer places will be dependent on space on the subjects for which the student has applied.

Students who apply by the initial application deadline will be placed before any late applicants, regardless of the school they have come from. Students who apply after the February deadline may be made an offer at the same time as other students provided spaces are still available. The school will keep a “continued interest” list until the end of the first full week of the autumn term of the academic year in which the courses start. Any late applications received after the publication of GCSE results will be considered only if:

- (1) There are no qualifying applicants on the continued interest list, AND
- (2) There are spaces in the teaching groups for the student’s proposed subjects.

**APPEALS**

Unsuccessful applicants who wish to appeal against the decision not to offer a place may do so by submitting their reasons for appeal in writing to the school. Either unsuccessful applicants or their parents/legal guardians may lodge appeals. Appeals may be submitted against the decision not to make a conditional offer before exam results, or against the decision not to make a firm offer following exam results. In the case of a decision not to make a provisional offer, the appeal must be submitted within 20 school days of receipt of the letter sent by the school to communicate the decision. In the case of a decision not to make a firm offer, the appeal must be submitted at the latest by the date of enrolment for Year 12 at the start of the academic year for which the application was made.

Following the submission of an appeal, the Academy Trust, acting in its capacity as admission authority, will convene a panel of three people, who are independent of the school and who meet the requirements of the School Admission Appeals Code, to hear the appeal. The hearing will be conducted in accordance with the requirements of the School Admission Appeals Code. In the case of an appeal where the offer of a place would have been conditional upon exam results, the hearing will take place within 30 school days of the confirmation of exam results. In the case of an appeal where the offer of a place would not have been conditional upon exam results, the hearing will take place within 40 school days of the date of enrolment for Year 12 or within 40 school days of receipt of the appeal for students who apply at a later date. The appellants will be given at least 10 school days’ notice of the hearing.

The panel’s decision will be communicated to the appellants and to the Academy Trust, as admission authority, as soon as possible after the hearing, and not later than five school days afterwards.

**ENROLMENT AND ADMISSION**

- 1. Students are expected to study either 3 or 4 A levels or a combination of BTEC/ CTEC and A level courses. The school will not accept students to study only 2 A levels or equivalent, as this would not meet the national requirement for students to be at school on a full-time basis.



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2. Students who do not meet the deadline for the return of their enrolment form will have their offer of a place rescinded and will thereafter be treated as a late applicant.
3. Students must achieve a grade E in a subject in the internal Year 12 Threshold exam to continue with that subject into Year 13. A student must be able to continue with 3 subjects or the equivalent in teaching hours in order to progress from Year 12 to Year 13, in line with national requirements for full-time study. Students who are unable to continue with subjects will receive appropriate support to find suitable alternative options at the school.
4. The school will not allow students to re-take year 12 with the same or similar subjects. However, exceptions may be made for students who wish to re-take year 12 with a change of focus if there is sufficient evidence to suggest that they may be able to succeed.
5. Where students do not meet the entry criteria either for the Sixth Form overall or for a specific subject, exceptions may be made on a case by case basis if there is sufficient evidence of a student's ability to succeed academically and the student's application is supported by the head of department.
6. Students whose attendance falls below 85% overall are unlikely to achieve success in their studies. Therefore the Head of 6<sup>th</sup> Form will intervene in the cases of students in this category to provide support with a view to improving attendance. This intervention may include recommending a change to a student's options. The school recognises, however, that there may be legitimate reasons for low attendance rates, such as ongoing illness. Attendance at tutorials and Sixth Form Studies lessons are counted as part of overall attendance.
7. On enrolment, students must sign the Sixth Form code of conduct and provide evidence of meeting the criteria for Sixth Form admission in the form of official examination documentation. Students who are new to Beaumont must also provide proof of their date of birth.
8. Any student who has not achieved a grade 4 in English Literature/English Language or Mathematics or does not hold an international equivalent grade in either of these two subjects will be required to study either or both English and Mathematics until this standard is achieved. The need for equivalences is negated if the student is studying A level English, Mathematics or both in the Sixth Form.
9. Students who have studied abroad and believe they hold an international equivalence in English and Mathematics will need to have this validated by the UK NARIC organisation (<https://www.naric.org.uk>) and present this information to the school.

**This policy has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.**