



PLYMOUTH HIGH SCHOOL FOR GIRLS

POLICY: SIXTH FORM ADMISSIONS POLICY

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GOVERNORS SUB COMMITTEE: T & L

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This policy will be reviewed: September 2020

Statutory Policy: NO

Source: LA/School

Sixth Form Admission Policy and Procedure

The admission arrangements outlined within this Policy apply to admissions to Plymouth High School sixth form from the 2019/20 academic year.

Plymouth City Council is the Admissions Authority for Plymouth High School for Girls (PHSG) and is therefore responsible for the admission of pupils into the sixth form of the school. The Council has however delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school. Any queries regarding sixth form admissions should be directed to the school.

The capacity for Year 12 is 120.

Admission Criteria:

Acceptance into the Sixth Form is by interview and by fulfilment of the general requirements of an overall average point score at GCSE of 5.5 (typically 8 B (or 6) Grades at GCSE or equivalent including at least a 6 grade in Maths and English) plus subject requirements as outlined in the prospectus. Applications from students with an average points score (APS) below 5.5 will be considered following publication of results. In this case students will be assessed as to their suitability to study A Levels at PHSG.

Where a student has not achieved the minimum APS requirement they will be invited to discuss their application with a member of the Senior Leadership Team. Decisions regarding confirmation of places will be based on the students' overall examination results; whether they have met individual subject entry requirements; the availability of places in the subjects they have applied for; and evidence of suitability to study A Levels based on their previous school reports (particular attention will be given to attitude to learning and behaviour).

Secondary community grammar school – sixth form - Plymouth High School for Girls

The admission arrangements outlined within this document apply to admissions to Plymouth High School for Girls sixth form in the 2019/2020 academic year. The arrangements apply to students transferring from Year 11 in a secondary school to Year 12 in a secondary school.

Where a school operates a sixth form, students are normally accepted from other school bases as long as the school has capacity and the applicant meets the relevant admission criteria. Each school will have a different application timetable and number of places to offer. Applications should be made direct to the school. (see appendix 1)

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

The admission arrangements apply equally to those seeking admission from year 11 within the school to those seeking transfer from other schools. All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

A student with an Education, Health and Care Plan which names the school will be admitted subject to achieving the necessary grades for access onto the courses they have chosen.

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel. Further details can be obtained from the School Admissions Team, Department for Children's Services, Plymouth City Council, Plymouth PL1 2EW.

Telephone number 01752 307170

Fax number 01752 307403

Email: inyearadmissions@plymouth.gov.uk

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:

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. **A student with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the student. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

Exceptional medical or social grounds could include, for example:

- a serious medical condition, which can be supported by medical evidence
- a significant caring role for the child which can be supported by evidence from social services;

3. **Children with a sibling already attending the school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;

4. **Other children** not shown in a higher oversubscription criteria.

Notes:

False or misleading applications: Where the School has made the offer of a place in Year 12 on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a pupil with a stronger claim, the offer of a place will be withdrawn.

Home address: any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate.

Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The admission authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Looked after child: a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (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 (see the definition in section 22(1) of the Children Act 1989).

Multiple births: defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

Siblings: children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.

Tie-breaker: where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using the City Council's electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

Definitive tie-breaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator.

Appendix 1:

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Plymouth High School for Girls	30	By the end of January preceding the September of admission.	By the end of February in which the academic year of admission falls.	The end of the second full week of the start of Y12 in September.

Sixth Form Admissions Procedures

1. Prospectus outlining A Level courses offered and grade entry requirement is available in November on the school website and at the Sixth Form Open Evening.
2. The Application deadline is the end of January preceding the September of admission.
3. Decisions regarding viable courses based on applications to date taken in early February.
4. Students are interviewed during February* but where a student has chosen a course no longer being offered:-
 - a. Discussion of alternative choices relating to desired career options takes place.
 - b. Where no alternative is found, the possibility of alternative provision elsewhere is sought. This is dependent upon whether other schools have spaces, whether options block placement fits with existing choices, and whether transport arrangements are practical.
5. Students who later opt for courses different to what was agreed in interview cannot be guaranteed places or alternative courses which could either be oversubscribed or not fit with existing option choices.
6. A post interview letter is sent to students clearly indicating their option choices and stating that subsequent changes can only be guaranteed where there is space available on a course and options fit with existing choices. Students/parents have an opportunity to make enquiries about the details contained in this offer letter by the end of March. The offer of a place in this letter is subject to students achieving the appropriate entry requirements for their chosen courses.
7. Confirmation of places is given on Results Day or in the days following the publication of results in the August preceding the September of admission. Provision is made for

students to discuss further their options in the light of their results and senior staff are available to provide appropriate information and guidance about entry into the 6th Form.

*applications from non-PHSG students are acknowledged in writing by the end of February and students are made a provisional offer of a place subject to gaining the necessary results and dependent upon spaces being available in the subjects being offered. Students are also invited to attend the Sixth Form taster day/induction in July. Interviews for places are held following the publication of results, and students are notified in writing 2 working days as to whether they have been successful in gaining a place.