

Yateley School Sixth Form College Admissions Policy for 2024/2025

1. Policy Statement:

1.1 This policy applies to students seeking admission to the College's full-time AS/A, Btec and equivalent courses for 16-19 year old students. Admission to the College is open to all qualified applicants.

1.2 The College will determine annually the maximum number of students who can be admitted, taking into account the accommodation and other resources available. Subject to this limit, the College will admit applicants who have the potential to benefit from, and achieve success through, the curriculum offered, as well as contribute to the wider life of the College. Criteria are set out below for selecting students from suitable applicants in the case of over-subscription.

2. Application and Interview:

2.1 All candidates, both Yateley students and those from other schools, are welcome to apply for places at the College provided that they have demonstrated a willingness to both work hard and to adopt and adhere to the Sixth Form code of conduct.

2.2 The College will set a closing date for applications which will be published in the prospectus and on the website. Applications received after this deadline will only be considered if space is still available, or if space subsequently becomes available during the admissions and enrolment process.

2.3 Meetings will be offered to all applicants whose applications have been received by the closing date.

2.4 The Meeting is with a member of sixth form staff at Yateley School Sixth Form. Its purpose is to: offer advice on AS/A level subject combinations and post-18 progression; discuss the extra-curricular interests of applicants; and answer questions about the College. No decision about the offer of a place will be made at interview unless the student opts to accept the Yateley Guarantee¹.

3. Admissions Guidelines and Offers of Places:

3.1 The College will have a total capacity of 220 children in Year 12.

3.2 The majority of places at Yateley School Sixth Form College are expected to be taken up by Yateley School applicants. However, the College encourages applications from other schools and reserves the right to offer places to these applicants, in order to help maintain a broad curriculum provision and fully utilise the College's resources.

3.3 A minimum of 50 places will be available in Year 12 for external applicants. This is the published admission number (PAN). Additional places may be offered if fewer than 170 Year 11 Yateley pupils transfer to Year 12 up to the maximum capacity of 220.

3.4 The total number of places available each year will be determined by taking into account the following:

- *the availability of accommodation*

- *the availability of teaching and other resources*
- *the capacity of individual subjects*
- *the need to maintain a broad curriculum provision across the College.*

3.5 Students who receive an offer of a place at the College will normally have satisfied the minimum entry criteria of: 5 or more Level 5 grades at GCSE for A Level courses; 4 Level 4 grades for CACHE/Btec (level 3) courses. Certain subjects, in addition to the minimum entry criteria, require a grade 6 at GCSE in Maths; other subjects require a grade 6 in English.

The College may, at its own discretion, offer students an alternative course should their results fail to meet the minimum requirements for a subject. This offer is dependent on places being available. Where there are exceptional circumstances, which are verified extenuating factors, the Director of Sixth Form may use their discretion to make offers to applicants who do not meet the required academic criteria.

In both cases students will also have demonstrated a willingness to both work hard and to adopt and adhere to the Sixth Form code of conduct.

3.6 If the number of external applicants satisfying the entry requirements exceeds the number of places available, looked after and previously looked after children will be given top priority.

Looked after children are defined as 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 (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

For all other applicants, distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Hampshire County Council website.

3.7 Where an offer has been made to an applicant, the College will aim to allow students to follow their first choice combination of subjects requested. Where this is not possible, for reasons such as timetable clashes or over-subscription of particular subjects, guidance will be offered on suitable alternatives.

3.8 With regard to applications received from candidates external to the school, Yateley School Sixth Form College will seek predicted GCSE grade data from their current school before making decisions about the offer of places to external applicants.

4. Students moving into the area (including from overseas):

4.1 Applications from students from overseas will not be considered unless the student is moving to the Yateley School area with her/his parents for the duration of the course applied for. Students from overseas may have to pay tuition fees and they should contact the Admissions Office for further details.

4.2 If students apply with non-standard qualifications (for example, applicants with overseas qualifications), the College will consider whether those qualifications are equivalent to those recognised by the College and will seek to assess whether or not the student is ready to progress to AS/A level study.

4.3 Yateley School Sixth Form College will seek predicted GCSE grade data from external candidates' schools prior to making any offer of a place.

5. Confirmation of places:

5.1 Students holding offers will normally have their place confirmed after interview (or at interview for Yateley Guarantee candidates). Confirmed places are subject to satisfactory GCSE results, and the grade requirements for specific subjects as described in 3.3 above. Notification of a place will be provided as soon as is practicable; however this is unlikely to be before the second half of the summer term, and will remain dependant on satisfactory grades and references being received.

5.2 The College reserves the right to withdraw a place if a student's grades fall significantly short of estimates, to the extent that their overall grade profile is considered unsuitable for the courses applied for. However, in these circumstances students may be offered a place on a pre-A Level course.

5.3 If particular subjects are over-subscribed, then places in these subjects will be allocated on the basis of a student's overall profile, although consideration will be given to individual cases on their merits. Guidance will be given to students who wish to consider a change of subject following publication of GCSE results, although we cannot guarantee to meet requests made at this stage.

6. Applications to join the College in Year 13

6.1 Applications to join the College in Year 13 will be considered from students who have taken AS courses elsewhere only in exceptional circumstances. Required minimum grades will still apply.

7. Review/Appeals Procedure

7.1 Applicants, or their parents, who are not offered a place at the College have a right to a review of the decision made, if they believe that the admissions policy has not been implemented correctly. Requests for an application to be reviewed should be made in writing within two weeks of receiving notification that an offer has not been made and addressed to

the Director of Sixth Form. Before writing parents are encouraged to discuss the application with the Director of Sixth Form.

7.2 The Headteacher's judgement will be final in relation to the decision about whether or not to offer a place at the College.

8. Further Guidance

8.1 For further guidance, in the first instance, please contact:
sixthform@yateley.hants.sch.uk or 01252 746940.

¹The Yateley Guarantee allows students who satisfy the entry criteria to commit to making an application to Yateley Sixth Form College only; and in return receive a guaranteed place at time of application.