

ADMIS-02-POST 16 ADMISSIONS

1 INTRODUCTION

- 1.1 As the sixth form has entry requirements that pupils have to meet in order to gain a place, it is necessary to have an admissions policy that details the entry criteria, number of students that The Trust can take and also details of how to appeal a decision.

1 ROLE OF TRUST BOARD AND COMMITTEES

The Trust Board has overall responsibility for ensuring compliance with this policy. A member of the Trust Board will also support the appeals process.

2 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM

The Assistant Principal: Post 16 will report to the Principal regarding compliance with this policy and will oversee the admissions and appeals processes.

There will be at least two members of the Senior Leadership Team involved with admissions and appeals, to ensure impartiality.

3 SUMMARY

- 3.1 The School provides for a maximum number of 240 Post 16 students (including external students). This maximum may be exceeded but is reliant on how many students we can reasonably accommodate in the Sixth Form Block.
- 3.2 The School admission number for external students applying to join in Year 12 in September 2024 is 10.
- 3.3 Heart of England Sixth Form does not accept new applications from students aged 18+. This includes pupils who will turn 18 in their first year of study. Applications made for a place during the course of an academic year (outside of normal and advertised application windows) are not accepted.
- 3.4 Internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements.

4 TO STUDY 3 A LEVELS

- 4.1 Each student will need to achieve a minimum average point score of 4.8† from their best 8 results; ensuring that a Grade 4 or higher is achieved in Maths or English Language or Literature.

5 TO STUDY 4 A LEVELS

- 5.1 Choosing to study four A Levels is a significant undertaking and not one to be taken lightly. It requires high academic achievement and also excellent time management. In order to be considered for four A Levels each student will need to meet the more demanding entry criteria of achieving an average point score of 6† or above.

†The Entry Criteria has been set based upon our working knowledge of the revised grading criteria at the time of publishing. We reserve the right to lower the overall best 8 points average entry criteria score pending the publication of the summer's results.



6 RIGHT OF APPEAL

- 6.1 In the event that a student does not meet the above Entry Criteria, there is the option to make an appeal. The appeal should clearly outline any mitigating circumstances that may have impeded a student from achieving their best in the summer's examinations. This is detailed in the appendix ADMIS-A02- 1-Post 16 Admissions – Mitigating Circumstances.
- 6.2 A written representation must be made to appeals@heart-england.co.uk, including all information identified in the appendix ADMIS-A02- 1-Post 16 Admissions – Mitigating Circumstances.
- 6.3 All appeals must be submitted no later than **4pm on Monday 26th August 2023 2024** and will be considered by a member of the School's Leadership Team and a member of the Governing Body.
- 6.4 Outcomes of the appeal will be communicated via email on **Tuesday 27th August 2024**. The decision at this point is final.

7 CHOICE OF A LEVEL SUBJECTS

- 7.1 When considering option choices, it is important to read the course information carefully. Some subjects have specific criteria that must be met in order to study that subject at A Level. Subject specific criteria have been arrived at by departments based upon the prerequisite skills and knowledge necessary for students to be successful from the outset. These details are available on the subject pages of our website.
- 7.2 When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any students with an EHCP or statement of special educational needs which names Heart of England Sixth Form have been admitted, the oversubscription criteria which forms part of Heart of England's general admissions policy will be applied.

8 AUTHOR

- 8.1 The author of this policy is Assistant Principal: Post 16. They should be contacted for any points of clarification or suggested future amendments.



9 VERSION CONTROL

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Policy Name	Post 16 Admissions Policy
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Date of Approval	October 2023
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Next Review Date	October 2024

APPENDIX

ADMIS-A02- 1-POST 16 ADMISSIONS – MITIGATING

CIRCUMSTANCES

1 INTRODUCTION

- 1.1 This appendix explains what a mitigating circumstance is and what to do about it if you feel that your exam performance has been negatively impacted.

2 EXAMPLES OF MITIGATING CIRCUMSTANCES

- 2.1 Mitigating circumstances may include, but are not limited, to:
- Serious illness or accident resulting in hospitalisation or medical emergency relating to yourself
 - Serious illness or death of a member of your immediate family e.g. mother, father, sister, brother, grandparent, guardian
 - Serious infectious disease that could put others at risk
 - Sudden deterioration (or flare up) of a chronic medical condition or disability
 - Diagnosed psychological illness
 - Legal proceedings requiring attendance at court
 - Severe adverse personal/family difficulties
 - Being the victim of a serious crime
- 2.2 It is important to note when considering a submission of mitigating circumstances that there is a clear distinction between something that happened at the end of a student's period of study (such as the examples noted above) where an individual's performance may have been compromised in their ability to demonstrate knowledge, and something that hindered a student's performance to assimilate knowledge over the two year course of the GCSEs (for example significant and recurring periods of absence)

3 WHAT INFORMATION TO INCLUDE IN YOUR APPEAL FOR MITIGATING CIRCUMSTANCES

- 3.1 Develop your submission for an appeal.
- Detail the grades you achieved for all of the subjects studied at GCSE.
 - Identify the subjects intended to be studied for A level
 - Clearly outline and identify the mitigating circumstances you wish to be considered (see point 2 for information)
 - Detail the supporting evidence. This must be scanned in and submitted as part of the submission
 - Check the submission. Make sure it clearly identifies the mitigating circumstances that compromised your performance in the examinations.
- 3.2 Submit it to appeals@heart-england.co.uk
- 3.3 The submission must be received by 4pm on Monday 26th August 2024

4 APPENDIX AUTHOR

- 4.1 The author of this appendix is Assistant Principal: Post 16. They should be contacted for any points of clarification or suggested future amendments.



APPENDIX

5 VERSION CONTROL

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