



POLICY FOR TRANSFER FROM YEAR 11 AND ADMISSIONS TO SIXTH FORM

Adopted by the Local Governing Board: 12 February 2019

SLT Lead: C Foden

Review date: January 2020



Admissions Policy: Academic Year 2019-2020

1. TRANSFER FROM YEAR 11: ENTRY REQUIREMENTS

- 1.1 Existing Year 11 students at Temple Moor High School wishing to remain at school beyond Year 11 into the Sixth Form will be able to do so providing they meet the following minimum entry qualifications.
- 1.2 Entry to Level 3 Advanced Courses requires prior achievement of at least 5 GCSEs at grade 4 or appropriate equivalent Level 2 qualification. Non-achievement of core subjects will require a negotiated entry and all students who have not achieved GCSE Mathematics or English at grade 4 will be required to continue to study and retake the examinations. Prospective students should take note of advice concerning demands of individual courses and the skills required. Certain A level subjects require a specific GCSE grade in one or more subjects as part of the entry requirement.

2. YEAR 12 ENTRY

- 2.1 Students attending other schools in Year 11 are able to apply for places in Year 12 at Temple Moor High School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications as those set out above for existing pupils.

Order of Priority		Notes
1	Young people in Public Care for whom an application has been submitted.	<i>This applies to all looked-after young people, including those who are in the care of another local authority.</i>
2	Young people who will have a sibling on the school roll in September 2017.	<i>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</i>
3	All other young people.	

- 2.3 Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.
- 2.4 **Tie break:** If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to the school. Distance measurements are based on the nearest walked route from the applicant's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.
- 2.5 No child will be able to start a new course of study after the first two weeks of school or alter the program of study unless there are extenuating circumstances.

3. ADMISSIONS PROCESS

- 3.1 Where possible, applications should be submitted by the date given in the Sixth Form prospectus for the year into which a student wishes to be admitted to enable us to plan courses effectively.
- 3.2 Late applications are accepted, but as time goes on the timetable becomes less flexible and therefore options will be reduced. There may be occasions where courses are to capacity and we won't be able to guarantee a place.
- 3.3 There will be a full programme of mentoring and discussion to ensure that all students are aware of the opportunities available to them, with guidance as to the most appropriate courses. Individual meetings with members of the Sixth Form team are available for both internal and external students and their parents throughout the academic year.
- 3.4 Key stages in the admissions process include:

Autumn/Spring Term of Year 11	<ul style="list-style-type: none"> Existing Temple Moor students receive information through form, assemblies and Open Evening Open Evening Interviews Careers
January/February	<ul style="list-style-type: none"> Applications through UCAS 'Progress', Second Interviews, assemblies and form time activities. Opportunities to experience 'A Level' and discuss with current Y12 and 13 students.
March/April	<ul style="list-style-type: none"> Individual discussions where there are timetable or course choice issues. Students receive an 'offer letter'.
Spring/Summer Terms	<ul style="list-style-type: none"> Students who are new to the school (and their parents) are welcome to have an individual meeting with a member of the Sixth Form team to discuss their application in detail. Visits to the partnership school for students who will be taught at Brigshaw School.
August	<ul style="list-style-type: none"> Sixth Form staff are available on GCSE results day to begin registering students for Sixth Form. After GCSE results, students are asked to reaffirm their A level choices. At this stage it may still be possible to alter them at an individual meeting with a member of the Sixth Form team.
September	<ul style="list-style-type: none"> Enrolment and induction during the first week in September.

- 3.5 Temple Moor High School is an open access Sixth Form. There is no formal selection process, prospective students and their families are not interviewed and references are only requested for external students. A student's full school record will be requested upon enrolment. Entry is not dependent on attendance, behaviour record or perceptions of attitude

or motivation, although all are important attributes for a successful sixth form and progression.

- 3.6 If an application to Year 12 is refused, there is a statutory right of appeal to an independent appeal panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Appeals may be lodged by either the parent/carer or the student.

4. TRANSITION FROM YEAR 12 TO YEAR 13

- 4.1 Students must make good progress and achieve grades in Year 12 that indicate they will pass three courses to progress to Year 13 with confidence.
- 4.2 Unless circumstances are exceptional, there will be no opportunity to repeat a year.
- 4.3 External students will be expected to present evidence of identity, residency and GCSE/BTEC results.

Next policy review: January 2020