



Sixth Form Admissions Policy

Introduction

Year 11 students currently studying at Sir Christopher Hatton Academy and students in the appropriate age range currently studying elsewhere may apply to join the Sixth Form at Sir Christopher Hatton Academy.

The Academy currently offers a range of Level 3 courses; A Levels which are formally examined at the end of two years of linear study and BTECs and applied qualifications which are formally assessed during the duration of two years of study. This is subject to change depending on government reviews.

Entry requirements for these courses are important. Students' attainment at Level 2 will determine if a place in Sir Christopher Hatton Academy's Sixth Form is offered. Admissions in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

The availability of places for specific courses will differ by subject depending on the level of demand for each subject. The priority in each case is to match the course provided to the prior attainment and future aspirations of individual students, within available resources and staffing.

The entry criteria for external applicants are the same as for those already at the Academy except that applications from internal candidates will be considered first.

Admissions Criteria

Places will automatically be offered to:

1. Students from Sir Christopher Hatton who have:

A minimum of 5 GCSEs at Grade 4 or above (or level 2 Merit or above) including English and Maths and additionally meet the individual subjects' entry requirements.

2. Up to 20 places for students from other schools, who have met the same criteria as those from Sir Christopher Hatton Academy as outlined above.

Over-subscription Criteria

If there are more applications than places available, the following criteria will be used to allocate places to students from other schools:

1. Children in public care (looked after children) or previously looked after (see note A).
2. Preference will then be given to those who live closest to the Academy, measured on a straight-line basis from home address to the Academy (see note B).
3. If there are still places on specific courses, then the Academy may consider admitting over the 20 external places.

To ensure that the school is in a position to offer 20 external places when the results are known, more than 20 conditional places may be offered to external candidates. When offering conditional places, dependent upon exam results, the admission number of 20 should always be considered. When the Sixth Form conditional offers have been made, a reserve list will be held. Should a place become available, the Academy's Sixth Form

Admission criteria will be applied to those on the reserve list to determine who will be offered the vacant place.

Notes

A. Looked after Children and Previously Looked After Children

A looked after child is one who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school.

Previously Looked After Children (PLAC), Children who were looked after, but ceased to be so because: they were adopted, they became subject to a child arrangement order or, they became subject to a special guardianship order.

PLAC includes those children 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 local authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

B. Distance Tiebreaker

Priority will be given to those who live closest to the Academy. Distances are measured on a straight-line basis from the address point of the child's home to the address point of the Academy.

In the case where there are multiple applications from the same shared dwelling (e.g. flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation will be used to decide which child gets priority.

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

Home Address

Home address means the address a Student is living at on the closing date for applications which is the permanent residence of the Student. This address must be the Student's only or main residence, which is:

- Owned by a Student's parent, parents or carer/guardian; or
- Leased to or rented by a Student's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives. Written proof of ownership or a rental agreement and proof of actual permanent residence at the property may be required.

Home Address does not include:

- An intended future address, unless house moves have been confirmed through the exchange of contracts with a set completion date, or the signing of a formal lease agreement. An intended future address will not be counted as a Home Address after the closing date for applications.

- The address of any second home – checks will be made on which address is the main home.
- Any address to which only part of a family moves, unless this was as a result of a divorce or permanent separation arrangement. Proof will be required of such an arrangement.
- An address used for childcare arrangements.

For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, we will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address

Further Information

Withdrawing an offer of a place

The Academy reserves the right to withdraw an offer of a place if it was made in error, a parent fails to respond to the offer of a place within a reasonable period of time, or it is established that the offer of a place was obtained through a fraudulent or misleading application. Where a parent fails to respond to the offer of a place, the Academy will give the parent a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the Academy will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

Appeals

If for any reason a student is not offered a place at Sir Christopher Hatton Academy, the parents or carers may appeal by completing a Notice of Appeal form. The Notice of Appeal and guidance notes for parents are available on our website.

A waiting list will be held of Year 12 students for the first academic year of admission. The waiting list will be held in line with the oversubscription criteria.