



# **Burnside College**

## **Post 16 Admissions Policy**

### **September 2022**

#### **1. General Principles**

The college's perceptions are that any individual attached to Burnside is:

- Valued and recognised for their achievements
- Given the chance to share decisions about their learning
- Actively involved in their learning
- Respected for their personal qualities as well as their academic ability
- Equally valued
- Treated in a way that accepts that they are individuals and have separate needs
- Encouraged to play a meaningful part in the whole community
- Given simple relevant rules for the benefit of students and staff, that will be respected by everyone

The Governing Body of Burnside College is the Admission Authority for this college. Whilst giving priority to the admission of existing Burnside Year 11 students to the Sixth Form, we both encourage and welcome applicants from other schools. When determining admissions to our Sixth Form, we aim to maintain the expectations of our school aims as outlined above, as well as our code of conduct expected of all learners.

## 2. Transfer from Year 11

Existing Year 11 pupils at Burnside College wishing to remain at school beyond Year 11 will be able to do so providing they meet the minimum entry qualifications as set out below.

For entry on to all courses, we require a minimum of:

- 5 A\* - C (or 4 - 9) full GCSE/ BTEC courses, including English Language and Mathematics at grade C/4 or higher.
- BTEC qualifications will only count as 1 GCSE. If more than 1 BTEC (Level 2) is studied, only the best will count towards the overall points score. GCSE short courses will not be included.
- Only grades at C/4 or above will be included.
- All our courses have subject-specific entry requirements, details of which may be found in our course information or online on our website.
- To help maximise both performance and progression students are encouraged to follow pathways which are most suited to their ability level, based on GCSE point score and style of learning.
- Students averaging C/4 grades at GCSE will be encouraged to follow more coursework based subjects/vocational programme of study. Students averaging above this will be encouraged to pursue a programme of study based on more exam based subjects.
- This will be discussed with students in Year 11 on an individual basis.
- Students must have an attendance of above 94% in Year 11 to be enrolled into Sixth Form. Exceptional medical circumstances can be taken into consideration.
- Students must have a positive behaviour record including no C3s or above during their time in Year 11.

### Offers

Following an interview at the college students will receive an offer of a place at the College by satisfying the following criteria:

1. They should meet the minimum entry requirements set out above. A student will be offered a place providing that they are estimated to achieve their grade requirements for entry to the College and to study their chosen courses as specified in the College prospectus. In some cases, we may feel that there are no suitable courses available for the applicant or the applicant will not benefit from our courses, in such a situation we will ensure effective career guidance and support and will suggest alternative and more suitable courses that are available elsewhere.
2. The student should demonstrate a strong commitment to further study and the ethos of the College. This will be identified during the college interview which takes place between the students and member of the Post 16/Senior Leadership team.
3. Offers are conditional on students achieving the specified entry requirements and receiving a satisfactory reference from school which indicates a good record of attendance, punctuality, general behaviour, attitude to learning and aptitude for the proposed courses.

The College reserves the right to withdraw a course if there are insufficient numbers of students or suspend applications for courses which are full. In such cases, applicants will be informed prior to enrolment and suitable alternatives investigated, where appropriate.

### **3. How and When to Apply**

Applications must be made via the Sixth Form website or using an enrolment form from the Head of Sixth Form

All subject requirements are detailed on the website and in the prospectus

Applications must be submitted by Friday 1st April 2022

All queries surrounding entry to the Sixth Form should be directed to Miss K Giles  
k.giles@burnsidecollege.org.uk

### **4. Enrolment**

Official enrolment to the Sixth Form takes place on Friday 26th August 2022 between 9.30am – 12.00pm.

### **5. Year 11 entry (External applicants)**

Pupils attending other schools in Year 11 are able to apply for places in Year 12 at Burnside Sixth Form College.

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.

### **6. S.E.N.D**

The Governing Body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with a statement of special needs who names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final statement of special educational needs (SEND) or an Education, Health and Care Plan has been issued and which has taken account of the Year12 entry requirements.

### **7. Oversubscription**

**Priority 1:** The following oversubscription criteria will apply in the event of a particular course being heavily oversubscribed and where we are unable to run a parallel group.

- Priority will be given to internal candidates who are anticipated to meet the academic requirements.
- Places will be offered to those internal candidates who have the better grades at GCSE or subject specific requirements.

We will aim to offer alternative courses to any student affected by this criterion.

## **8. Transition from Year 12 to Year 13**

Students should be aware when joining the college in Year 12 that all students are required to re-enrol into Year 13 at the start of their second academic year at the college. All students will be offered impartial individual advice and guidance by the college at this point of their transition from Year 12 into Year 13. This advice will be based upon the student's attendance, achievement, and intended post 18 progression in order to plan the best fit approach for them moving forward.

## **9. Students wishing to re-start or join Year 12**

Only in exceptional circumstances will current Burnside Sixth Form students be authorised to restart Year 12 or the opportunity for new students to enrol on a Year 12 programme from another Post 16 educational institution. All students wishing to restart year 12 will have their application considered by a review panel at the college. Students may have specific conditions placed upon their application which they must meet, for example, a certain level of attendance, reference etc. Individual circumstances will always be taken into consideration.

## **10. Applications to join the College in Year 13**

Only in exceptional circumstances will current Burnside Sixth Form students be authorised to restart Year 13. All students wishing to re-start Year 13 will have their application considered by a review panel at the college. Students may have specific conditions placed upon their application which they must meet, for example, a certain level of attendance, reference etc. Individual circumstances will always be taken into consideration. Applications for the second year of an advanced course will be considered from students who have taken their AS courses/Year 12 studies elsewhere.

Priority will be given to students who are moving into the North Tyneside authority with their parents/carers. Any offer of a place would be subject to the normal admissions criteria (as above) together with the receipt of supportive academic references from the applicant's previous school/college. In addition, an offer can only be made where a student has previously followed the same specification/exam board as the students currently studying the subject at Burnside Sixth Form College.

## **11. Appeals Process**

If an applicant wishes to appeal with regards to a refused application then he/she has the right of appeal first to the Governors Appeal Panel and then to the school's Independent Appeal Panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Either the parent/carer or the student may lodge an appeal.

Burnside College is a member of the North Tyneside Learning Trust (as from October 2012).

Reviewed by HP - Dec 2020

Adopted by Governors - Jan 2021