



# **Sixth Form Admissions Policy**

**The Sixth Form admissions procedures will be carried out in accordance with the  
Schools Admissions Code 2021**

## **Sixth Form Admissions Arrangements**

Applications for the Sixth Form at Alperton Community School are welcome from all students who meet the published entry criteria and for whom a suitable full-time programme of study is available.

Full details of the courses offered, along with subject-specific entry requirements, are available on our school website.

Offers are subject to the availability of places in specific courses and viable subject combinations within the timetable. The school reserves the right to withdraw a course if there is insufficient student demand, specialist staffing constraints, or if it cannot be accommodated within the timetable.

The school does not enrol students for part-time study or for re-sitting any Sixth Form courses. The school does not enrol students any time after 5th October in Year 12 or Year 13

### **Sixth Form PAN and Class Size**

The Published Admission Number (PAN) for Year 12 is 150 students, which includes both internal and external applicants. The school expects to admit the majority of students from its current Year 11 cohort.

A minimum of 4 places will be offered to suitably qualified external applicants, and additional external students may be admitted if spaces remain available after internal students have been placed and the school can accommodate them within staffing and timetable constraints.

The school may exceed the PAN, provided that staffing, resources, and subject combinations allow for additional students without affecting the quality of provision.

For most A-Level subjects, the maximum class size is 22 students, while practical subjects (such as Art, Sciences, and Technology) have a maximum of 18 students, due to specialist resource requirements.

## **Sixth Form Entry Requirements**

We offer a wide range of Level 3 courses, including A Level subjects, Vocational subjects, or a combination of both.

In Year 12, students are expected to study 4 subjects (or equivalent), with the option to gain an AS qualification in one of these subjects.

In Year 13, students will study 3 subjects (or equivalent), with the aim to gain A Level or Vocational equivalent qualifications in all 3 subjects.

Students who demonstrate the aptitude to study 4 full A level subjects in Year 13 will be given the opportunity to do so. Students will be assessed on sustained progress and their ability to achieve or exceed their target grade across all subjects. These students will likely have achieved Grade 8 or above across all GCSE subjects and demonstrate the ability to achieve grades A - A\* (or equivalent) in all Level 3 subjects at the end of their studies.

There is no option for students to study 5 full A-Level subjects in Year 13.

### **Summary Entry Criteria**

All courses in the Sixth Form (in both Year 12 and Year 13) are one year courses and places are subject to pupils meeting academic entry requirements for each year. These are detailed on our website.

To qualify for our Level 3 Programmes, students must have achieved a minimum of 5 or more GCSEs at

Grade 4 and above, including English Language and Mathematics. This is in addition to the subject specific entry requirements for each course.

**Subject-specific entry criteria** for each course are available on our school website.

Before an offer of a place can be made, a **satisfactory academic report** must be provided from the student's current school or place of study. This report should demonstrate that the Sixth Form at Alperton Community School and the chosen courses are the most appropriate for the student. The report must include predicted grades, attendance, and attitude to learning.

For **internal students**, academic reports will be automatically obtained from the Head of Year and from existing records of academic progress, attendance, and attitude to learning.

For **external applicants**, a reference will be requested from the Head of Year 11, an equivalent staff member, or a senior member of staff from their current or previous school or academy.

### **Conditional Offers**

Applicants will be made a conditional offer which means they are offered a place in the Sixth Form on the basis that they will meet the published subject specific entry requirements after GCSE results are released

When making a conditional offer, we look at:

- Students predicted grades given by the student's current school
- The level of oversubscription for the subjects students have chosen to study
- Subject combinations fall within our timetabling constraints.

## **The Application Process**

**Candidates at Alperton Community School in Year 11:** This refers to all students who were on roll at Alperton Community School at the end of the academic year immediately preceding their intended entry into the Sixth Form. These students are referred to as internal candidates/applicants.

All internal candidates who meet the entry requirements and subject-specific criteria are eligible to apply for courses available in Year 12.

Students must complete and submit the online application form available on the school website by the published deadline. Students who do not submit an application by this deadline cannot be considered, except in exceptional circumstances beyond the student's control.

Admissions criteria for the Sixth Form are available on the Sixth Form area of the school website.

Predicted grades from the most recent mock examinations will be used as part of a preliminary assessment of whether students are on track to meet entry requirements. Final admission decisions will be based on actual GCSE results.

Where further clarification is needed regarding course selection, students may be invited to a guidance meeting with the Sixth Form admissions team. This meeting will not be used as a form of selection.

**Candidates not currently on roll at Alperton Community School:** This refers to any students who were not on roll at Alperton Community School at the end of the academic year immediately preceding entry into the Sixth Form. These students are referred to as external candidates/applicants.

Applications are welcome from suitably qualified external candidates aged 16 or 17 on 31st August of the year of entry.

All applicants must meet the published entry requirements and subject-specific criteria, which are available on the Sixth Form section of our school website

Students must complete and submit the online application form available on the school website by the published deadline. Students who do not submit an application by this deadline cannot be considered, except in exceptional circumstances beyond the student's control.

If the number of external applicants who meet the entry criteria exceeds the number of available places, offers will be made according to the **Sixth Form oversubscription criteria**, as detailed in the next section. **Internal students who meet the entry requirements will be given priority.**

### **Late Applications and Paper Applications**

Late Applications (those received after the published closing date) and paper applications will not be considered in the initial allocation of places except in very exceptional circumstances (i.e. if there is independent written evidence of exceptional medical, pastoral or compassionate grounds).

Any changes to subject choices submitted after the closing date will be treated as a late application and will not be considered.

### **Sixth Form Waiting Lists**

A candidate's position on the waiting list does not depend upon the time they have been on the list, but will be determined by how they meet the oversubscription criteria. This means that a candidate's position on the list can go down as well as up, depending upon the circumstances of other applicants. Please note that the waiting list will be closed each year and will not roll over.

## **Sixth Form Oversubscription Criteria**

If the number of applicants who meet the sixth form admissions criteria exceeds the number of available places, allocation will be based on the following order of priority:

1. **Looked After Children (LAC) and Previously Looked After Children**  
Looked After Children (LAC) and Previously Looked After Children will be given the highest priority in the admissions process.
2. **Children with an Education, Health, and Care Plan (EHCP)**  
Students whose Education, Health, and Care Plan name **Alperton Community School** as the most appropriate educational placement will be given priority for admission. All students with an EHCP must apply via Brent SENAS (Special Educational Needs Assessment Service) to ensure the correct processing of their application.
3. **Internal Applicants (Students currently on roll at Alperton Community School)**
  - a. **Students with the highest grades** in the relevant GCSE subjects required for their chosen course will be prioritised.
  - b. **Commitment and Academic Engagement:** Students who have demonstrated strong academic engagement during Year 11 will be prioritised. This will be assessed based on student **attendance** record (a good attendance record will be 96% or higher).
  - c. **Attitude to Learning:** Demonstrated engaged and highly motivated attitude to learning in the majority of subjects during Year 11, measured using Attitude to Learning descriptors on student reports in Year 11.
  - d. **Behaviour:** Students who have demonstrated positive behaviour throughout Year 11 will be prioritised. This will be measured using behaviour points, students with fewer behaviour points and a high record of positive conduct will be given priority.

- e. **Students with a sibling** attending Alperton Community School at the time of their proposed entry.
- f. **All other students** currently on roll at Alperton Community School will be given priority over external applicants.

#### 4. External Applicants

- **Students with a sibling** attending Alperton Community School at the time of their proposed entry.
- **Students whose parent** is a member of staff employed by Alperton Community School for two or more years at the time of application.
- **Students who live closest to the school**, with distance measured in a straight-line from the applicant's home address to the main school entrance at Stanley Avenue, HA0 4JE.

#### Tie Break Procedures

In the event of a tie in any of the above criteria, priority will be given to those students living nearest to the school (Stanley Avenue site, HA0 4JE) from the students home address at the time of application. Distance to the school is measured by straight line distance using Local Authority's computerised measuring system

If the distance criterion is not sufficient to distinguish between two or more applicants then random allocation will be used.

The school reserves the right to refuse admission to any student whose past behavior has brought, or has the potential to bring, the school into disrepute. This includes, but is not limited to, serious misconduct, criminal activity, or inappropriate behavior on social media or in public settings that contradicts the values and expectations of the school. Each case will be reviewed on an individual basis, and applicants will have the opportunity to provide context or appeal decisions where appropriate.

#### Appeals Information

Applicants who have been refused a place in the Sixth Form have the right to appeal the decision. Appeals must be submitted in writing within 20 school days from the date of notification of the unsuccessful application

Please note that you may only appeal if you have made an application and then been formally denied a place. If you have not made an application or if you have been offered an alternative course at the same school, you do not have the right to appeal.

#### Grounds for Appeal

An appeal may be lodged on the following grounds:

- There was an error in the admissions process that affected the outcome.
- Relevant extenuating circumstances (e.g., illness impacting exam performance) were not considered.
- The decision was not made fairly or in accordance with the published admissions criteria.

#### Submitting an Appeal

- Appeals must be submitted via the official Sixth Form Appeal Form which is available on our website.
- The form must clearly state the reasons for the appeal, supported by any relevant documentary evidence (e.g., exam result sheets, medical documentation).
- Any additional evidence must be submitted **at least 7 working days** before the appeal hearing.

#### Exceptional Circumstances

In exceptional cases, where significant extenuating circumstances (e.g., prolonged illness, difficult family

situations) have impacted a student's academic performance, the school may consider offering a **trial place** in the Sixth Form. Trial placements will be assessed based on:

- Medical evidence (if applicable).
- An interview assessing the applicant's suitability.
- Availability of places in the chosen courses.
- The student's ability to meet course requirements.

Trial placements will be reviewed by the final teaching day in September, at which point a decision will be made on whether the student can remain enrolled.

### **Additional Information**

It is necessary for Alperton Community School to have confidence that an applicant is in a position to sustain their studies for the full duration of their programme. This will include checking students' grades to meet our course entry criteria, attendance information and attitude to learning both in and outside of the classroom setting.

Meetings will be held to determine student suitability and discuss students' selection of subjects. Students will also be invited to attend applicant day programmes that run during the summer term of the academic year to allow them the opportunity to experience the Sixth Form learning environment at Alperton Community School.

We have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.