



Boroughbridge High School

Sixth Form Admissions Policy

Policy last reviewed	September 2020
Policy ratified by the Federation Governing Board	February 2021
Next policy review date	February 2022
Due for review by Governors	February 2022
Staff Lead	Head of Sixth Form

Significant Revisions since last review:

No revisions since last review

Policy review as part of full review of policies under the Federation

Proposed Admission to Sixth Form for Academic Year 2021 – 2022

Transfer from Year 11

Existing year 11 pupils at Boroughbridge High school wishing to remain at school beyond year 11 into the sixth form will be able to do so providing they meet the required entry qualifications for their chosen subjects, these are set out in the prospectus. Copies of the prospectus can be found on our website and printed copies can be obtained from the school by contacting schooladmin@boroughbridgehigh.com.

Students must demonstrate through their attendance, behaviour and attitude to learning that they are suited to studying Level 3 courses.

Boroughbridge High School has a strong tradition of good pastoral care, support and guidance alongside its academic focus. We believe all students have the opportunity to succeed here, so all individual cases will be considered on merit and circumstance.

Year 12 Entry

Pupils attending other schools in Year 11 are able to apply for places in Year 12 at Boroughbridge 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.

The Governing Body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with an EHCP that 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 EHCP has been issued and which has taken account of the year 12 entry requirements.

If, following the admission of young people where the school is named in the EHCP, the number of applications to join the school for the first time exceeds the published admission number and further places cannot be provided, then the following oversubscription criteria will apply:

ORDER OF PRIORITY:	Notes:
Priority Group 1: Young people in Public Care for whom an application has been submitted.	This applies to all looked-after young people, including those who are in the care of another local authority.
Priority Group 2 : Young people who will have a sibling on the school roll in September 2019.	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.
Priority Group 3 : All other young people.	

Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.

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.

Admission Process

An application form is published in September 2020 and is available in the Post-16 section on the school website, along with the prospectus and other useful admissions information. 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.

Interviews will take place in the Spring term and conditional offers will be made by the Summer half-term. Places can be held on a waiting list until the first week of the Autumn Term of Year 12.

Some subjects in year 12 are taught at our partner school King James' School in Knaresborough. All students wishing to join Boroughbridge High School Sixth Form are required to study at least one subject here at Boroughbridge High School. All public examinations will be sat at Boroughbridge High School. Transport between sites to attend lessons is provided free of charge.

The final Sixth Form curriculum is subject to change based on student numbers throughout the application process. We are unable to guarantee all subject combinations. We reserve the right to withdraw a course if there are insufficient numbers of students. In these cases, applicants will be informed and suitable alternatives investigated.

Boroughbridge 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.

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.

Further details of the admissions process can be obtained by contacting the Sixth Form office at school.