



| <b>Prudhoe Community High School</b> |  |
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| Name of Policy                       | <b>6th Form Admissions Policy</b>                  |
| Named Person                         | Tom Pollock  |
| Approved by:                         | Beth Hudspith, Chair's Action approved 10th Feb 25 |
| Last review date                     | Jan 2025   |
| Next review date                     | Sept 2025  |

# 6th Form Admissions Policy

## Legislation and statutory requirements

The Cheviot Learning Trust is the Admission Authority for the school. The 6th form team at Prudhoe Community High School are responsible for determining and applying this policy. Any queries regarding Sixth Form admissions should be directed to the Assistant Headteacher with responsibility for Sixth Form at the school.

This policy is based on the School Admissions Code (section 2.6) advice from the Department for Education (DfE).

The **normal admissions round** is the period during which parents can apply for a place in Sixth Form at the school's normal point of entry.

The normal admissions round expects applications to be submitted in the Spring Term; offers of learning will only be confirmed in August following confirmation of results and admission to Year 12 is in September only.

## How to apply

For applications in the normal admissions round you should apply in writing to a member of the 6th form team. You will receive an automated acknowledgement of your application, but offers of learning will only be confirmed when GCSE results are issued and applicants satisfy the academic entry criteria.

Please note, students already attending our school will not transfer automatically into the Sixth Form. A separate application must be made for a place in Year 12.

## Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Applications can be made directly to the school for consideration however, all students must complete their programme of study before their 19th birthday.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **Allocation of places**

### **Selection**

To gain admission into Year 12 students must demonstrate a level of academic competence and have achieved a minimum of five separate GCSE passes at grade 4 (or equivalent) or better. In addition, many A Level/Level 3 subjects have their own academic entry requirements; these apply after the criterion of five separate passes have been achieved. Full entry criteria is found on the Sixth Form section of the website and are available on request.

All offers are conditional. Applicants are offered a place in the Sixth Form on the basis that they meet the entry requirements set out above, and there are sufficient places available in each subject. Where subjects are heavily oversubscribed by applicants who meet the criteria outlined above places will be assigned on the basis outlined below.

### **Oversubscription criteria**

After the admission of:

- i) Any student with an Education Health Care Plan (EHCP) which names the school and who meet the academic criteria set out below and
- ii) Looked After Children, or who are Previously Looked After Children (in Public Care) or Internationally Adopted Previously Looked After Children (See Definitions) who meet the academic criteria set out below.

The following criteria will be applied in order when offering places:

- 1) Students in Year 11 at PCHS who meet the entry requirements stated below.
- 2) Students from other schools or colleges who meet the entry requirements stated below.

### **Oversubscribed Courses**

Where course/subjects are full and there is no capacity to increase the number of classes or the class size, places will be allocated based on:

1. Students that satisfy the academic entry criteria outlined above
2. Students whose application was received prior to the application deadline on a first come first served basis

## **In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round by contacting the Sixth Form [info@pchs.cheviotlt.co.uk](mailto:info@pchs.cheviotlt.co.uk)

It is not commonplace or part of our admissions policy to accept any in year admissions. All start dates will be in September at the beginning of an academic year.

## **Appeals**

If your child's application for a place at the Sixth Form is unsuccessful, you will be informed why admission was refused; this is likely to be, for failure to comply with the academic entry criteria outlined above. If you wish to appeal, you should contact the Head of Sixth Form who will consider the appeal in conjunction with the Headteacher.

## **Definitions**

1. Children in Public Care/Previously Looked After Children (LAC/PLAC/IAPLAC) This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was

(a) in the care of a Local Authority, or;

(b) being provided with accommodation by a Local Authority in the exercise of their social services functions.

This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, and ceased to be in state care as a result of being adopted.

2. An EHCP (Education Health and Care Plan) is a legal document that outlines a child or young person's special educational, health and social care needs and the provision a Local Authority must put in place to help them.

| <b>Action</b>  | <b>By whom</b> | <b>when</b>    |
|----------------|----------------|----------------|
| Updated        | Tom Pollock    | September 2023 |
| Approved       | Chair's Action | February 2025  |
| To be reviewed | Tom Pollock    | Sep 2025       |