



Westminster City School Sixth Form Admissions Policy

Date *August 2019*
Reviewed by *Ms K Dennis*
Reporting to *Headteacher*

Westminster City School

Sixth Form Admissions Policy

Westminster City School operates a co-educational sixth form for a maximum of 180 students. We aim to offer a range of academic subjects to our sixth form students all of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason we ask all applicants to attend a meeting with a member of our sixth form staff to discuss the most suitable courses of study.

The school will not admit external applicants into its Sixth Form unless it is undersubscribed by students progressing from its own Year 11 and in such circumstances will apply the same academic entry requirements as it does for pupils already on roll at the school.

Both internal and external students wishing to enter the sixth form will be expected to have met the following entry requirements:

- 5 GCSE grades at least at grade 5 as a minimum
- Both Mathematics and English GCSE at grade 5 or above.
- Subject specific GCSE grades as published, which may vary from time to time.

If either internal or external candidates meet the general entry requirements but fail to meet the specific course requirements they will be given the option of studying alternative courses for which they do meet the minimum academic requirements.

Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on his or her preferred choices.

Entry into Year 13 for external applicants will depend on course choice, the availability of a place within that group and the applicant's results from modules examined in Year 12. We require evidence that the applicant will go on to complete the course successfully.

Sixth Form places will be offered according to the following criteria in the order shown:

1. As required by the Regulations of 2012 the school will give top priority to applications on behalf of children in public care (Looked After Child) in accordance with the definition below:
2. 'Looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (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 (see the definition in section 22(1) of the Children Act 1989).
3. Applications from internal candidates who meet the academic requirements will be considered next.
4. Where a particular course is heavily oversubscribed and we cannot run a parallel group the places will be offered to those internal candidates who have the better grades at GCSE or subject specific requirements. This will form a major part of the discussion referred to above to determine the most appropriate course for an individual. We will offer alternative courses to any student affected by this criterion.
5. Applications from children of staff **(as defined in the appendix below)*, who are transferring from a different school to enter at year 12 will be considered with applications from internal candidates
6. For external applications the remaining places available on a particular course, will be offered to those who have the better grades at GCSE or subject specific requirements.

Both internal and external candidates are required to make a formal application for sixth form courses before the published deadline.

For some courses, there is a limit on the number of students that can be accepted on them and entry into the sixth form will depend on places available on the course applied for. In this instance candidates will be given the option of studying alternative courses for which they meet the minimum academic requirements.

This policy will be reviewed on a regular basis in line with the School Admission Code of Practice and Statutory requirements.

Appendix

**Under the oversubscription criteria in Section 3 the word staff will mean:*

All staff employed by the school for the purpose of working in the school as follows:

- All full time teaching staff
- All full time support staff - defined as those on a 37 week and above contract
- All part time teaching staff with a 50% and above timetable
- All part time support staff who work more than 15 hours per week for 37 weeks or more

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

The definition does not include peripatetic staff.