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# Charters School

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## Sixth Form Admission Arrangements

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Updated: March 2011

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# Sixth Form Admission Arrangements

Approved on 07.03.2011 Minute number 171/11

Review Date

Statutory or recommended?

Clerk to Governors to indicate where information is to be displayed

Website ✓ First Class ✓ Folder ✓

Approved by Full Governing Body

## **Introduction**

1. The Royal Borough of Windsor and Maidenhead is the Admissions Authority for Charters School (School) and is therefore responsible for the admission of students into the Sixth Form at the School. RBWM has, however, delegated the responsibility for the administration of admissions to the Sixth Form to the Co-Headteachers of the School. Any queries regarding Sixth Form admissions should be directed to the School.
2. The anticipated capacity for the Sixth Form (Years 12 and 13), from September 2011 is 465.

## **Admission to the Sixth Form**

1. Students with statements of special educational needs that name the School in the statement, and who meet the academic requirements of their chosen courses are required to be admitted to the School. The admissions authority does not have the right to refuse admission.
2. Admission to the Sixth Form will then be from:
  - (a) students currently in Year 11 at the School (internal applicants); and then
  - (b) students from outside of the School (external applicants).
2. The published admission number for external applicants is 50 for entry in September 2011.
3. Students on roll at the School are required to apply for a place in the Sixth Form as are students from other schools.
4. The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the school and external applicants.
5. Students will be admitted into the Sixth Form at the start of the Autumn Term in each school year.

## **Minimum entry requirements**

All those seeking admission to the Sixth Form must achieve the academic requirements for access onto the courses they are taking.

Details are in the Sixth Form Prospectus on the School's website.

## **Oversubscription criteria**

Where the number of eligible external applicants for a course of study exceeds the places available then admission for external applicants will be determined in accordance with the following priority of admission criteria. Definitions are given in Appendix A:

Students with statements of special educational needs, that name the School in the statement and who meet the academic requirements of their chosen courses, are required to be admitted to the School. The admissions authority does not have the right to refuse admission.

1. Looked after children who meet the academic requirements of the course;
2. Students with siblings at the School in September 2011, and who meet the academic requirements of the course;
3. Students who live closest to the School using a straight line distance and who meet the academic requirements of the course;

If courses are full, students will be offered a place with alternative course options. The School will hold a Waiting List in order of the above criteria, of students who have not been offered a place. The waiting list will operate until Friday 23 September 2011 after which no more students will be admitted.

Extra students can sometimes be accommodated over the admission number if the student's chosen courses are not full.

The School reserves the right to withdraw courses.

## **Appeals**

The student and/or the parents of students, internal or external, who are not offered a place, have the right to appeal against non-admission.

## **False Information**

Where the School has made the offer of a place in the Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the Sixth Form to a student with a higher level of priority, the offer of a place will be withdrawn.

## Late Applications

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'. Unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area, late applications will be considered after the allocation of places and notified after the main allocation date. Evidence will be required of exceptional circumstances.

Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course. These applicants will be added to the waiting list.

## Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the School within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents are requested to advise the School at any stage, if they are not accepting the place for any reason.

## Timetable for Admissions

|   |                                     |
|---|-------------------------------------|
| Applications open                         | Friday 19 November                  |
| Applications close                        | Friday 10 December                  |
| Interviews for external applicants begin  | Week beginning Monday 14 February   |
| Interviews for internal applicants begin  | Week beginning Tuesday 1 March      |
| Offers of places made                     | Week beginning Monday 21 March      |
| Introduction Days for external applicants | Monday 27 June to Thursday 30 June  |
| Introduction Days for internal applicants | Tuesday 28 June to Thursday 30 June |
| GCSE results published                    | Thursday 25 August                  |
| Sixth Form Registration                   | Tuesday 6 September                 |
| Final date for admissions                 | Friday 23 September                 |

## **Appendix A**

1. Priority will be given to relevant looked after children who meet the academic requirements of the course. A "relevant looked after child" means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school".
2. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. The sibling must be on roll at the School in September 2011.
3. Straight line distance will be measured in a straight line from the address point of the student's house, as determined by Ordnance Survey, to the address point of the School using the local authority's GIS system.