



Monkseaton High School Sixth Form

Admissions Policy 2018/19

1. Admissions Numbers

- All students in Year 11 at Monkseaton High School who meet the entrance criteria, are suitable for the courses applied for and demonstrate commitment to their academic work are entitled to a place in the Sixth Form.
- The maximum number of applicants to be admitted into the sixth form is 250, with the number of students admitted into Year 12 dependent upon the size of Year 13. The upper limit of Year 12 external applicants will be based, not on total Year 12 numbers projected for the following academic year, but on the projected number and size of the teaching groups. Taking into account choices for level three programmes of study, applications will be refused where the school considers the size of teaching sets to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or to appoint additional staff.
- A maximum of 40 students will be admitted into the Football Academy with invitations being sent to players who meet the academic, performance and motivation levels required to be a successful student and performer at the school.

2. Admissions Arrangements

- Monkseaton High School Sixth Form encourages applications from students currently in Year 11 as well as students from other institutions.
- All internal applicants must complete a 10 minute guidance meeting during year 11 to ensure quality information, advice and guidance is given, to ensure students select the appropriate pathway and courses for their ability and future ambitions.
- All external applicants must complete an application form and return this to the Sixth Form Administrator by the final day of term prior to the September start date. External applicants must also provide a reference from their current school's Head of Year. External applicants are also required to attend a tour of the school and a guidance meeting with a member of the Sixth Form Team.
- All information relating to applications is contained within the Sixth Form prospectus, a copy of which can be found on the school website.
- A Sixth Form Open Evening is held annually (in January) and all potential applicants are encouraged to attend.
- The school aims to inform applicants whether or not they have been successful in securing a place by the Easter break or end of Term 4.

- Successful external applicants will also receive a formal written acceptance of the offer with details of how to enrol in August by the Easter break or end of Term 4.
- All applicants who intend to study an AS Science or Maths, must attend 2 out of 3 Sixth Form induction programmes (in late June / early July).
- Should a student fail to attend the courses or achieve the required entry requirements, the school reserves the right to withdraw the offer of a place in the Sixth Form.
- All students must attend an enrolment meeting prior to the beginning of the term to ensure students choose the right courses for their ability, interest and future career ambitions. For Year 12 students, this will be on the afternoon of GCSE results day and the following morning. Year 13/14 students will enrol on the afternoon of AS results day.
- Any students who cannot attend any of the enrolment days above must attend an enrolment session between 3-4pm on the first Monday and Tuesday of September. For internal applicants who know they are not available on these days – they should complete a Pre-Enrolment form which is to be handed into the Sixth Form Administrator. A student will not be allowed to start a course without attending an enrolment meeting.
- Students who are in the Football Academy will be required to enrol on one of the above slots, but they will begin their training with the school during the summer holidays.

3. Admission Requirements

- Admission to particular pathways and courses will depend upon availability of places and student's meeting the entry requirements based on their prior attainment at GCSE. Pathway entry guidance and subject specific entry requirements are available on the Sixth Form area of the school website: <http://www.monkseaton.org.uk/sixthform/>
- Depending on a student's achievement in Year 11, the school will recommend a programme of study which includes 3-6 Level 3 courses. The minimum entry requirements into the sixth form are 5 A*-C/ 9-5 grades. We do offer some Level 2 courses which are available to students who achieve below this requirement, and who are suitable to continue in the Sixth Form.
- Our policy is to ensure that students accepted into the Sixth Form can be placed onto an appropriate pathway which contains courses that they are likely to succeed on. Although students can deviate their choices from the pathway, they will be advised to follow a suitable choice based on ability and future career intention.
- For this reason several entry criteria apply to all of the courses we offer. If an applicant does not meet the subject criteria, the school reserves the right to use its discretion, based on the school's knowledge of that applicant, to allow access to that course. This decision will usually be made with the Head of Department who may not be available till the first day of term in the academic year.
- All students will undertake an enrichment programme for 1 hour per week which may include General Studies, Level 3 ASDAN Life Skills in Leadership, The Extended Project Qualification and or Enrichment.

- Students who do not achieve a 4 in GCSE Maths or English will be required to study these subjects in the Sixth Form, unless it is deemed that a foundation course would be more suitable.
- A Home School Agreement is expected to be signed by the student, parents and the school. The Home School Agreement outlines a partnership which will allow the student to achieve success whilst at the school.
- Students will be admitted into the Sixth Form with the expectation that their attendance in all tutorials and lessons will be over 90%. If a student does not meet this basic requirement, the school may reserve the right to withdraw the offer of a place.
- Students cannot be enrolled into Year 12 with two or fewer subjects unless there are exceptional circumstances
- Where students have completed Year 12, the minimum of a D grade at AS level, or in internal assessment and or a BTEC at a pass grade in all units is required to continue the course in Year 13.
- Any student who only just meets the entry requirements of Year 13 will discuss their suitability for their current courses during their enrolment meeting. Achieving a D or a Pass may reduce Post 18 options and not provide a progression route after Sixth Form.
- For students who intend to join in Year 13 from another institution must complete an application form should and following the receipt of the completed application form, eligibility of transfer of subjects between exam boards will be checked, references will be sent for and a guidance meeting held. Arrangements will need to be made to ensure the certification of AS subjects taken to enable transfer of qualifications.
- If a course within our curriculum offer cannot run due to low numbers, the school will inform the student as soon as possible – this may not be until the first week in September.
- If any student is unable to meet the entry requirements of their chosen pathway and course, but who is awaiting a resit mark which is very close to the grade boundary will be allowed to access the course. If they do not achieve the entry requirements after re-mark, their place will be withdrawn from the subject.
- Students must be aged between 16 and 19 during the academic year whilst they are in Sixth Form as a Year 12, 13 or 14 student. We cannot enrol students who turn 20 within the academic year.
- The final date for admissions into the Sixth Form is on the 1st October of the academic year. Any student who applies to enrol during September, must complete an application form, hand in an appropriate reference, and attend a guidance meeting with a member of the Sixth Form team.
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4. Allocation of Places

- In the event of oversubscription, where students meet the admissions requirements and where there are spaces in courses that the applicant wishes to take, places will be offered in the following order of priority:

1) Looked After Children

- 2) Internal applicants
- 3) External applicants

For each category, priority will be given to students living nearest to the school as measured by shortest designated route.

- Students who are successful in securing a place in the Football Academy will receive notification in the summer term.

5. Closing Dates and Late Applications

- Internal and external applications who enrol on the relevant days in August will receive first priority when selecting pathways and courses. This includes priority over those who have completed a Pre Enrolment Form.
- Late applications from internal students who initially leave before returning and external candidates, will only be considered if there is space available in all subjects requested at the time of receiving the application.
- The final enrolment deadline is on the 1st October of the academic year.

6. Waiting Lists

- If we are unable to offer applicants a place based on the details described in this policy, the school will hold applications on file. Should circumstances change in relation to the projected number and size of teaching groups which may allow the application to proceed, applicants may be contacted.